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ABSTRACT

The American Camping Association (ACA) accreditation program aims to educate camp owners and directors in the administration of key aspects of camp operation, particularly those related to program quality and the health and safety of campers and staff, and to assist the public in selecting camps that meet industry-accepted and government-recognized standards. This book explains the accreditation program to camp owners and directors, and helps them prepare for accreditation. The introductory section describes eligibility requirements and administration of the standards program, including preparation for the visit by the local section of the ACA. The types of camps or camping operations the standards apply to; differences in levels of requirements, such as which standards are mandatory; and which materials must be reviewed in writing are also covered in the introduction. Section 2 discusses requirements for the following standards: site and food service, transportation, health and wellness, operational management, human resources, and programs. Program standards cover leadership qualifications, safety regulations, and procedures for both general and specialized activities such as aquatics, adventure activities, horseback riding, and trip/travel camping programs. Each standard begins with a relevant question about camp practices, includes interpretation and the means of demonstrating compliance, and may include a "mandatory" signal or a "does not apply" statement. Section 3 presents additional practices accepted by camping professionals as basic to camp operation, but not currently required by the standards. Twenty-one appendices discuss additional selected topics that may need further clarification. (Contains a glossary and an index.) (TD)

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Accreditation Standards for Camp Programs and Services

American Camping Association

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Accreditation Standards for Camp Programs and Services

1998 Edition

American Camping Association®

RC 021768

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Acknowledgments

These Standards reflect the cooperative effort of many . . .

The Members . . . who share ideas, suggestions, and yes—complaints. But all of this provides input for improvement. Members write, call, field test, and tell us what they want. These Standards exist for them, because of them!

The Delegates . . . who spend countless hours listening, reflecting, suggesting, voting, and sharing in the dynamic process of creating change and improvement.

The Section Standards Personnel . . . visitors, instructors, Standards Chairs, committee members, and section staff whose incredible efforts accomplish close to 1000 visits, usually when they are the busiest, for they, too, are camp directors!

The National Standards Board . . . a small group of dedicated volunteers whose commitment to excellence in standards causes all of us to stretch. A list of the Board members who have served during this revision is below.

The Staff of the American Camping Association . . . and not just the staff of the Standards Department, but the whole group who share in the work, provide understanding support, and work together to accomplish what no one department could accomplish alone.

To all of these we give our thanks.

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Disclaimer

The purpose of these standards is to educate camp directors and camp personnel regarding practices and procedures followed generally within the camp industry. That purpose is furthered to the extent that the standards provide a basis for accreditation of camps by the American Camping Association, Inc. It should be recognized that each part of every standard may not be applicable to all camps. Further, it is not the intention of the American Camping Association, Inc. to attempt to include every practice or procedure that might be desirable for or implemented by a camp since conditions, facilities, and the goals or objectives of all camps are not identical or uniform.

The accreditation programs of the American Camping Association are designed to be applied only to those camp programs that are consistent with the stated definitions and eligibility requirements of the identified designations. Programs outside of these definitions or criteria are not subject to our standards and are not considered for accreditation.

In developing and applying these standards in the accreditation process, the American Camping Association, Inc. and its sections do not undertake to verify the continuous adherence by those camps or directors to every applicable standard or guideline. Nor does the Association warrant, guarantee, or insure that compliance with these standards will prevent any or all injury or loss that may be caused by or associated with any person's use of facilities, equipment, or other items or activities that are the subjects of these standards; nor does the Association assume any responsibility or liability for any such injury or loss.

Further, the American Camping Association, Inc. hereby expressly disclaims any responsibility, liability or duty to affiliated camps, directors, camp personnel, and to campers and their families, for any such liability arising out of injury or loss to any person by the failure of such camps, directors, or camp personnel to adhere to these standards.

Camp Accreditation Logo of The American Camping Association

The American Camping Association Accredited Camp logo is a registered trademark. Any use of the ACA signs, seals, and logos is a privilege reserved for camps that are currently accredited. Such symbolism represents to the public that a camp has met the criteria for the accreditation.

It is inappropriate for camps to advertise or imply that accreditation has been applied for or earned until notification has been received from the American Camping Association, Inc. indicating that all accreditation requirements have been met and verified by an on-site visit.

Any improper use of accreditation symbols or statements should be reported to ACA's national office and is subject to prosecution to the full extent of the law.

American Camping Association®

CODE of ETHICS

CODE of ETHICS for All Members of the American Camping Association

1. I shall conduct myself in a manner consistent with the association's mission to serve organized camps, affiliated programs, and the public by promoting better camping for all.

   To accomplish this mission, ACA:

   - Educates camp personnel to create positive growth experiences for children, teens, and adults, using the outdoors responsibly as a program environment;
   - Protects the public by promoting health and safety practices and effective management through accreditation, certification and education programs;
   - Promotes advocacy of issues affecting camps; and
   - Communicates the value of camp experiences to the public and encourages camp opportunities for all.

2. I shall recognize my responsibility for the welfare of others in my care.
3. I shall abide by and comply with the relevant laws of the community.
4. I shall be a member in the proper ACA classification as currently defined by the ACA National Board of Directors; and I shall disclose my affiliation with ACA only in a manner specifically permitted by the association.
5. I shall make a clear distinction of any statement or action as to whether I speak as an individual member or a representative of this association.
6. I shall respect the confidences of ACA members, camps, and other constituents within the camp community; however, I shall accept responsibility to pass on to the appropriate ACA official, information I deem reliable that will help protect the camp community against unethical practices by any individual.
7. I shall be truthful and fair to all in representations I make regarding any camp.

Adopted 2-26-95, ACA Council of Delegates
Revised 3-2-97, ACA Council of Delegates

Exemplary Ethical Practices for Camp Owners, Directors, and Executives

The association recognizes the camp owner, director and executive as the primary professional persons assuming the greatest responsibility for actual camp practices. Therefore, in addition to the Code of Ethics for all members, any member or non-member operating a camp accredited by the American Camping Association agrees to subscribe to the following **Exemplary Ethical Practices for Camp Owners, Directors and Executives**.

8. I shall endeavor to provide an environment conducive to promoting and protecting the physical and emotional well-being of the campers and staff.
9. I shall seek to instill in my staff and campers a reverence for the land and its waters and all living things, and an ecological conscience which reflects the conviction of individual responsibility for the health of that environment.
10. I shall follow equal opportunity practices in employment and camper enrollment.
11. I shall endeavor to employ persons based upon factors necessary to the performance of the job and the operation of the camp.
12. I shall be truthful and fair in securing and dealing with campers, parents/guardians, and staff.
13. I shall provide a written enrollment policy for all camper/family applicants including fees, payment schedules, discounts, dates of arrival and departure, together with clearly stated refund policy.
14. I shall provide for each staff member a written job description and employment agreement including period of employment, compensation, benefits, and exceptions.
15. I shall promptly consult with parents or guardians of any camper or minor staff member as to the advisability of removing him/her from camp should it be clear that he/she is not benefiting from the camp experience or the camper's or minor staff member's actions have created this need.
16. I shall make arrangements with the parents or guardians for the return of their camper(s) or minor-age staff member(s).
17. I shall pay the correct national and section service fees as established by the ACA National Board of Directors and the ACA Section Board of Directors.

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Introduction

INTRODUCTION

The American Camping Association

Mission

The American Camping Association (ACA) is a community of camp professionals and is dedicated to enriching the lives of children and adults through the camp experience.

ACA is a private, non-profit educational organization with members in all 50 states and several foreign countries. Its members represent a diverse constituency of camp owners and directors, executives, educators, clergy, business representatives, consultants, camp and organization staff members, volunteers, students, retirees and others associated with the operation of camps for children and adults.

The association defines camp as:

A sustained experience which provides a creative, recreational and educational opportunity in group living in the out-of-doors. It utilizes trained leadership and the resources of the natural surroundings to contribute to each camper's mental, physical, social, and spiritual growth.

The American Camping Association is the only nationwide organization that accredits all types of organized camps. Even large youth-serving organizations that have their own guidelines often require or recommend that their camps seek ACA accreditation.

The programs of the association are administered through numerous local sections. Section and national officers are elected by the membership and serve without pay. The organization is supported primarily by the dues and contributions of its members. Other support comes from convention fees, the sale of publications, project grants, and fees for services.

Members belong to the national organization and to a local section responsible to deliver services including the accreditation programs. In addition to the accreditation program described in this book, ACA also offers an accreditation program for conference/retreat centers. This program is fully described in a separate publication, *Standards for Conference and Retreat Centers*.

Services of ACA include educational programs and conferences, accreditation services, networking, monitoring of legislation at the federal and state levels, *Camping Magazine*, public relations efforts, and mail order bookstore services providing the largest selection of books related to camping, conferencing, and outdoor education to be found.

ACA serves as a consultant and advisor to many state and federal agencies related to the field of camping and to colleges and universities in the fields of outdoor education and recreation.

The Accreditation Program of the American Camping Association for Camps

Purpose

The main purpose of the ACA accreditation programs is to educate camp owners and directors in the administration of key aspects of camp operation, particularly those related to program quality and the health and safety of campers and staff. The standards establish guidelines for needed policies, procedures, and practices. The camp, then, is responsible for on-going implementation of those policies.

A second purpose of ACA accreditation is to assist the public in selecting camps which meet industry-accepted and government-recognized standards.

While standards focus on health and safety practices, accreditation is not a guarantee that the camper will be absolutely free from harm. Accreditation does, however, indicate to the public that the camp administration has voluntarily allowed its practices to be compared with the standards established by professionals in the camping industry. At least once every three years an outside team of trained camping professionals visits the camp to verify compliance with the standards.

Unlike inspections by state licensing bodies, ACA accreditation is voluntary. ACA does not have the authority to close or otherwise penalize an entity not meeting its accreditation criteria, except for the removal of the accreditation status. Licensing focuses on the enforcement of minimum standards. Accreditation focuses on education and evaluation of one's operation using standards that go beyond the minimum requirements of licensing.

ACA standards identify practices considered basic to quality camping. They do not, however, require all programs to look alike. The ACA accreditation programs serve a broad range of facilities and programs: some primitive, some rustic, others highly developed. Each will have addressed in its own way the concerns identified by the standards.

Many types of camps and programs seek ACA accreditation such as camps who operate day and resident camp sessions, travel and trip programs, school camps and environmental education programs, and camps with special program emphases (e.g. sports, academic, therapeutic, religious). Many of these camps also offer facilities and services to other program operators.

Eligibility

American Camping Association Accreditation for camps may be sought when operating programs and services on one's own property or when operating on the property belonging to someone else. The visitation requires establishing compliance with standards related to the camp site, program, and operation, and it must occur while the camp is in full operation.

To be eligible for *Accreditation*, an operation must:

1. Deliver camp program and/or provide camp facilities and services for other programs to operate sessions consistent with ACA's definition of camp.

2. Submit an initial application and annual Statement of Compliance which indicates the camp's compliance with applicable laws, regulations, and permit requirements. The annual statement affirms the camp's continued compliance with all applicable mandatory standards and other criteria for accreditation as noted at the time of the visit.
3. Pay appropriate dues and fees as determined by ACA.
4. Have an operating season with one or more sessions that is at least 5 consecutive days in length if a resident camp; or, if a day camp, at least 5 consecutive days in length or five days in not more than 14 days. The day or resident camp session may be operated by a site owner or by a group using the site's facilities and services.
5. Be visited by ACA certified visitors for accreditation when the camp is fully operational in its primary business. For most camps, this will be during their summer day or resident camp program.

Content of the Standards

Accredited camps are responsible not only for state and local laws, but also for those requirements defined by the standards. Those requirements include:

Site and Food Service standards including food service, provision of adequate sleeping quarters in resident camps, toilet and handwashing facilities, and fire and law enforcement protection.

Transportation standards including driver qualifications and training, vehicle maintenance, safety procedures, and the availability of emergency transportation.

Health and Wellness standards including supervision of health care practices, availability of first aid equipment and personnel, the use of health histories and health examination forms, and the use of recommended treatment procedures.

Operational Management standards including safety regulations, emergency procedures, and risk management planning.

Human Resources standards including qualifications, screening, training, and supervision of camp staff.

Program Standards including activity leadership qualifications, safety regulations, and procedures for conducting both general and specialized activities such as aquatics, horseback riding and trip/travel camping programs.

Symbols Protected

The use of American Camping Association accreditation signs, seals, and logos is a privilege reserved for camps that are currently accredited. Such symbolism represents to the public that a camp has met certain standards. All indications of ACA accreditation are protected by U.S. patent and copyright laws. Any improper use of symbols should be reported to ACA national headquarters and may be prosecuted to the full extent of the law.

History and Development of Standards

Since the formation of the Camp Directors' Association in 1910, the leadership of organized camping in the United States has directed many of its efforts toward health and safety concerns affecting camps. Following mergers with regional and specialized camping organizations, the name American Camping Association was adopted in 1935. In this same year, a listing of "Suggested Tentative Standards" was adopted. These standards were in addition to those being developed independently by individual agencies such as the Young Men's Christian Association, the Girl Scouts, and the Boy Scouts.

The Executive Committee of the ACA in 1940 decided that the existing formulations of standards should be assembled, examined, and worked into a composite form that might represent a consensus of the camping movement. Grants from Kellogg and Chrysler foundations enabled this project to go forward, and in 1948 the first set of Camp Standards was officially adopted at ACA's National Convention.

At subsequent conventions, additional standards and/or concepts related to standards were adopted:

1950 Personnel and program standards adopted.

1954 Methods of establishing compliance with the standards were instituted.

1956 Day camp standards adopted.

1961 Travel and family camp standards adopted.

1965 A standards program that consolidated all the previous sets of standards was put in place, and the concept of prerequisite (necessary for accreditation irrespective of other scores) was adopted.

1968 A Standards Rewrite Committee was formed to thoroughly study the standards, utilizing research conducted over the previous few years with the assistance of Pennsylvania State University and the Fund for Advancement of Camping.

1972 The recommendations of the Standards Rewrite Committee were approved by the Council of Delegates.

1974 With the cooperation of the National Easter Seal Society, standards for the physically disabled were adopted.

1980 With input from state associations for mentally retarded persons, standards for the mentally retarded were adopted.

1982 With input from the American Diabetes Association, standards for camps serving persons with diabetes were adopted.

1984 A complete revision of standards for Camp Accreditation and Site Approval was adopted, consolidating all recently adopted revisions into the core document. The National Standards Board agreed to maintain this set of standards in place for six years if at all possible.

1990 A revised set of standards focusing on health and safety issues was adopted. In Camp Accreditation, items reflecting good business practice were placed in a separate Self-Assessment document.

1992 Camp standards revised slightly to address concerns of the Americans with Disabilities Act of 1990.

1993 Standards for conference and retreat center operations adopted.

1998 ACA's Council of Delegates adopts a complete revision and restructuring of camp standards that combines the former Camp Accreditation and Site Approval standards into a single accreditation program for camps.

Administration of the Standards Program

The National Standards Board is responsible to develop and administer the Standards Program of the association. Its members are selected according to defined criteria and operate within specific guidelines and procedures approved by the National Board of Directors of the American Camping Association.

The scheduling of visits and assigning of visitors is handled by ACA's geographical units called "sections". These sections are chartered by the Association on an annual basis and are held responsible for the orderly local administration of the accreditation programs under the supervision of the National Standards Board and the staff of the Standards Department in the national office.

National Accreditation Criteria

The American Camping Association accreditation programs are national programs that utilize the local section as the implementing agency within the ACA structure. The minimum criteria for accreditation are established and monitored by the National Standards Board.

Sections schedule and conduct visitations. They also approve accreditation for camps that meet the mandatory standards and the minimum score percentages established by the National Standards Board, and reject accreditation for camps that have not met at least the minimum criteria.

Sections do not have the authority to waive either the established mandatory standards or the specified minimum score percentages established for compliance. If a section deems that it is highly desirable to waive such criteria, such request must be made to the National Standards Board according to the procedure set forth by that board.

Preparing for the visit

Step One — Apply by completing appropriate membership and accreditation application forms, and signing the Statement of Compliance that will be sent you when ACA receives the application.

Step Two — Remit dues and fees as described in current membership materials.

Step Three — Attend the Standards Course offered by your local section that explains the process and describes the requirements for accredit-

ation. At the time of the accreditation visit, there must be an individual on the camp site who has completed the Standards Course and has participated in the development of materials for the visit.

Step Four — Prepare materials and written documentation required by the standards. Review and evaluate each area of camp operation utilizing the guidelines in the standards.

Step Five — Participate in the visit by a team of ACA-trained visitors who will spend a full day observing your camp and working with the director in the scoring process. This visit must occur when the camp is in full operation during its primary business season. Results of the visit will be reported to camps no later than November 10 for camps visited in the summer.

Conduct of the Visit

The Visitor

Visitors are volunteers. They are persons with a background in camp administration who have completed at least twenty-one hours of training prior to conducting visits for ACA. They have also completed an "apprenticeship" with an experienced visitor.

Many visitors are camp directors themselves. They understand the importance of accreditation and the scope of laws, regulations, and procedures of camps.

The Visit

Accreditation visits occur on a typical program day (not the opening or closing day of a camp session), and generally require a full day. Visitors often arrive at camp during or shortly after breakfast and spend the morning touring, observing, and learning about the camp.

During the visitation process, visitors will observe living areas including sleeping accommodations for campers, groups, and staff; food preparation and dining areas; aquatic activity areas; health care areas; garbage and rubbish disposal areas; maintenance and fuel storage areas; and activity areas.

During this observation, visitors should have an opportunity to interview staff and campers and observe program activities in action.

Once this thorough tour of the camp is complete, the visitors will meet with the camp director to determine compliance with each standard that applies to the camp. Written documentation required by the standards may be evaluated prior to the on-site visit or may be observed by the visitors at this time. The visitors will score the standards based on compliance as observed at the time of the visit.

If, during the visit, the visitors note that the camp is not in compliance with a mandatory standard, the *Immediate Corrective Action* policy will be instituted. Applicable ONLY to mandatory standards, the *Immediate Corrective Action* policy requires a camp to immediately correct the deficiency, and document that correction within ten (10) days or accreditation will be immediately withdrawn (if previously accredited) or denied.

Evaluation of the Visit

Criteria for accreditation

To achieve accreditation (or reaccreditation), the camp must fully comply with each of the applicable mandatory standards and attain scores of at least 80% in each applicable section of standards.

Notification of the Accreditation Decision

Camps visited in the summer will be notified of the results of the visit between September 1 and November 10. Camps visited at other times of the year will be notified between six and eight weeks following the receipt of the score form at the national office. While a camp may be visited for accreditation during its first season of operation, accreditation is not achieved until action by the Section Board confirms that all accreditation criteria are met. The "accreditation year" is November 1 through October 31.

Review and Appeal

If a camp fails to meet the accreditation criteria, it has the right to a review by the section to question either the overall accreditation decision or the scoring of a particular standard. Ultimately, this review may be appealed to the National Standards Board. The decision of the National Standards Board is final.

The review process will include the opportunity for a hearing before the Section Standards Committee and full consideration of all issues affecting the accreditation status of the camp. These due process rights are fully described in "The Camp Director's Guide to Review and Appeal." Copies of this document are available from the section or national office.

Procedures for Revisitation

A camp may be revisited at any time as determined by the section board of directors. Reasonable notice must be provided to the camp to have the opportunity to update any written documents required for the visit. An accreditation visit is scheduled when:

1. Three years have passed since the last visit,
2. The camp was not accredited following the previous year's visit,
3. The camp is a new applicant for accreditation; or

Revisitation may occur at the section's discretion when:

1. The camp moves to a new site,
2. There is a new owner,
3. There is a new on-site director, or
4. Other factors related to accreditation criteria indicate to the Board that a revisit is needed.

Removal of Accreditation

Accreditation may be removed by the section board of directors under the following circumstances:

1. Refusal to schedule an accreditation visit by the section when required by the procedures identified above, or
2. The visit occurs, but minimum criteria established for accreditation failed to be met, or

3. For reasons as described in the current Statement of Compliance (see Appendix L, page 225).

The camp retains the right of appeal to the National Standards Board in such circumstances.

Using This Book

The ACA accreditation programs are designed to be applicable to all types of camps:

- seasonal or year-round operations;
- religious, private-independent, government, or agency sponsored;
- large or small;
- offering day, resident or trip/travel camp sessions;
- providing facilities and services to groups;
- decentralized or centralized program philosophy;
- male, female, or coed;
- providing general or specialty outdoor programs;
- serving children and adults and those with special needs.

Applicability

The standards are intended to be scored for all operations and programs of the camp, **except single day events**. For example, day and resident camp sessions, weekend retreats, and overnight camp site use by groups are all to be evaluated by the standards. However, events such as single-day meetings, dinners, program events, or training sessions would not be considered in the standards evaluation process.

Differences in Levels of Some Requirements

Within these camp standards, basic minimum standards (expectations) apply regardless of the varied types of camp programs and operations. These basic standards, such as provision of emergency exits in buildings and lifeguards for swimming, are to be applied to every camp seeking accreditation by ACA.

Other standards vary based on who is delivering the program or services and who has the responsibility for supervision of campers. For example, the requirements for health information and supervision are different when the camp is operating a resident camp from when a weekend group uses the camp facilities to run their own program.

When user groups are responsible for their own care and supervision, camps need only advise groups of limited site-related or youth-specific concerns. Camps are **not** responsible for collecting health forms, leader qualifications, vehicle maintenance records, etc. in these circumstances. This is consistent with requirements under the law when the site owner is in a landlord capacity.

To enhance the value of the accreditation program as an educational process, it is strongly recommended that the camp administration involve the staff in the preparation of materials for the visit, and in the visit itself. The person in charge of each program area or mode of operation should conduct the evaluation of his or her own program as preparation in this process.

Standard Headings

Following the number of the standard is the standard heading that describes briefly the topic of the standard. Headings for some standards in different sections may be the same or similar for repeated concepts. For example, safety regulations and operating procedures are listed in all program activity sections.

Mandatory Standards

There are two designations that may appear at the beginning of individual standards. The first of these is used to designate MANDATORY standards and appears as an asterisk (*) prior to the standard number. The word MANDATORY is also highlighted in the margin next to the standard. Sometimes the entire standard is mandatory (see standard *SF-1, page 18), while other times only part of a standard is mandatory (see standard *PD-1, page 103). Compliance with mandatory standards is required for accreditation to be granted, regardless of scores achieved in other areas of the standards.

DNA

The second designation is a DNA (does not apply) statement which may appear in GREEN at the beginning of a standard (see standard SF-5, page 21), at the beginning of a part of a standard (see standard HW-8B, page 59), prior to a group of standards (see applicability box before standard TR-5, page 40), or prior to an entire section (see applicability box in introduction to PC section, page 145).

Standard

The standard in bold type should be distinguished from both the *Interpretation* and the *Compliance Demonstration*. For the purposes of scoring, the camp is responsible to meet the requirement identified in bold type, the standard.

Subparts of the standard

Note that some standards have *numbered* subparts (see standard *HW-2, page 54). Numbered subparts are to be scored as an aggregate. This will require that *all* the criteria in the standard be met in order to comply with the standard. Other standards have *lettered* subparts (see standard *HW-1, page 53). Each lettered subpart will be scored independently. It is, therefore, possible for one lettered subpart to be MANDATORY while others are not (see standard *PD-1, page 103).

Interpretation

At the end of each standard, two additional items may appear. The first is an *Interpretation*, which will provide camp administrators and visitors assistance in understanding the terminology of the standard and its intent, as well as in applying the standard consistently in a variety of situations. The *Interpretation* may help in determining applicability, defining terms, or locating other resources. The *Interpretation* may also direct the reader to an *Appendix* item or *ACA resources* (see page 14) for additional information, explanation, or samples.

Compliance Demonstration

The *Compliance Demonstration* identifies for directors and visitors the minimum expectation of the National Standards Board as to how com-

pliance with the standard should be determined. General guidelines for the *Compliance Demonstration* include the following:

1. **Written** procedures/documents must be seen by the visitor when specified by the standard. There is a pencil icon next to each *Compliance Demonstration* with a written requirement. Written procedures/documents shall be evaluated by the visitor to see that they contain the specifics required by the standard. Documentation may be reviewed as part of a pre-visit process or during the on-site visitation.
2. Procedures or policies not specified in the standard to be in writing may be described by the camp administration or staff.
3. The visitors' tour around the property will give informal opportunity to observe facilities, interactions, and the implementation of policies and procedures in camp program.
4. Standards required to be "in practice" or "rehearsed" are to be verified by the visitor through discussion or observation to ascertain that implementation has occurred
5. Programs, activities, and modes of operation not observed on the day of the visit are to be scored by visitors based on written documentation and discussion of the standard's requirements with appropriate staff.

Modes of Operation

The standards are intended to be scored for all operations and programs of the camp, except single day events. For the purposes of the standards, the following four modes are defined:

1. **Day camp:** Sessions generally at least five days and may be much longer, operated and staffed by the camp. Camper goes home to parent or guardian each night, except for occasional overnight.

2. **Resident camp:** Sessions are generally at least five days (4 nights) and may be multiple weeks in length. Program is operated and staffed by the camp and supervision of individual campers is a camp responsibility. Campers stay overnight and camp is responsible for campers 24 hours a day.

   Trip and travel camping programs are resident camp programs of three nights or more, often without a base location, whose program activities are based upon environments encountered as the group moves from location to location. May be a program run as an extension of resident or day camp or may be an exclusive trip and travel camp specializing in only trip, travel, or tour programs.

3. **Short-term residential programs run by the camp:** Sessions are generally three nights or less. Run and staffed primarily by the camp and includes weekend retreats, short environmental programs, skill-training weekends, parent-child programs, etc. Camp staff are sometimes supplemented by adults from a participating group.

4. **Rental or lease programs run by user groups:** Other camps, groups, or programs rent or lease the camp's facilities, and perhaps some services, to operate their own camping programs or retreats. The group may even be from within the camp's parent organization. Includes most troop and club campouts, youth weekend retreats, outdoor education run by other groups, or specialty programs that operate their session at the camp's facility. The camp may supply some staff and services, such as lifeguards or food service, but the primary responsibility for camper supervision and general programming is with the group. May be short or long sessions. The group utilizing the camp facilities and maintaining the responsibility for their program is called the **User Group.**

The green icons are located in the margin next to each standard to help camps determine applicability to each mode of operation. If the icon appears for any of the four stated modes, the standard MAY apply to the camp for that mode. If there is no icon for a mode, the standard does not apply to that mode of operation.

Camp directors may use these icons to help get organized for the visit. It may be helpful to self-score each mode, by either writing "yes", "no", or "DNA" on the NOTES line. In contrast, some camp directors may want to use the notes to help them remember who is the lead person for preparing each standard. For example, your Day Camp director may do ALL of the preparation for the Day Camp portion of the standards or your Waterfront director may do the Program-Aquatics section for all modes. The NOTES column can help to keep track of who is the key person responsible for each standard or mode.

Additional Professional Practices — page 179

Additional practices accepted by camping professionals as basic to camp operation, but which are not currently included in the requirements of the standards, are included in this part. The intent of this section is to educate new directors and to remind experienced directors of professionally accepted practices, and to encourage on-going self-analysis in these areas.

Glossary — page 187

The Glossary contains definitions of terms used throughout the document. Most are also defined in applicable sections of the standards. Terms that are limited in definition to a particular standard are defined in the *Interpretation* of that standard. The standards are intended to be applied within the framework of the definitions as stated in this book.

Appendix — page 195

Included in the Appendix are additional helps and educational information for directors on selected topics that may need further clarification or explanation than is provided in the *Interpretation*. These guidelines typically provide an overview and additional background material that directors can use to help formulate policies and procedures for their camp operations. Information under each standard will direct the reader to the Appendix if such information can be found there.

Other Parts of the Book and Resources from ACA

Index — page 249

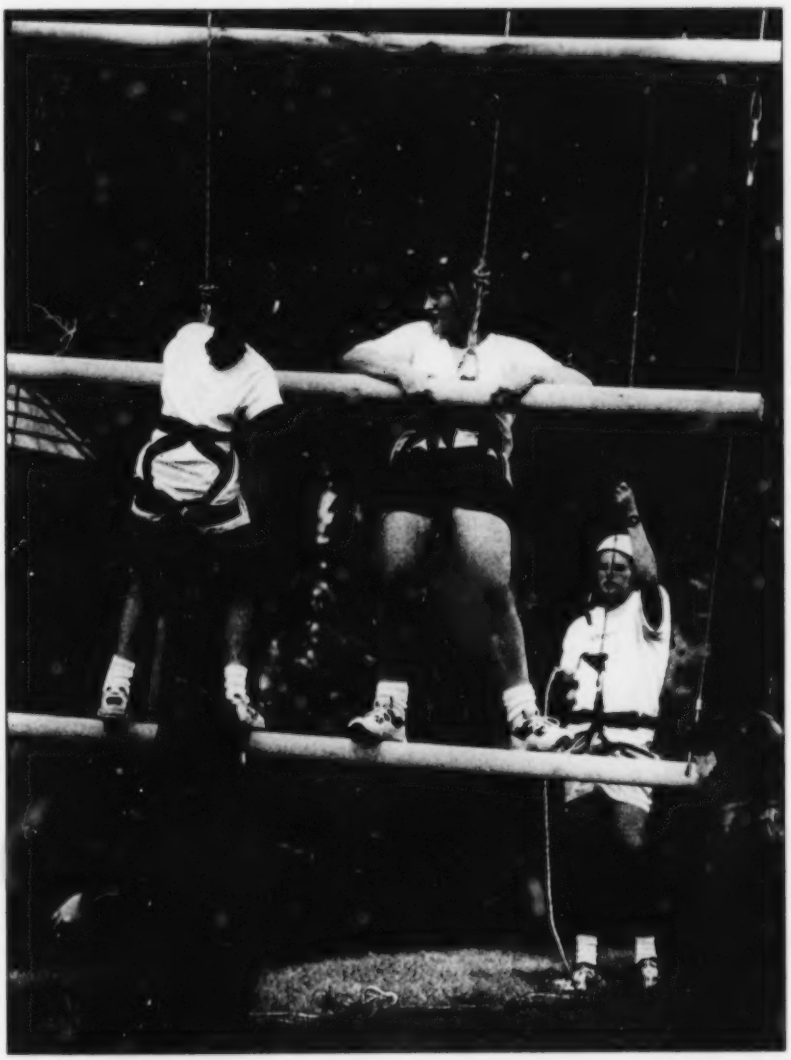
An index is provided to help locate specific topics within the standards document.

ACA resources

In the *Interpretation* of some standards for accreditation, the reader is directed to "check ACA resources for . . .". Most often, this reference is to a standards resource packet, available from the ACA Bookstore, with sample forms, outlines, and charts in print and on disk. The samples provided, while not required for accreditation, may be helpful for camps in developing or revising materials for camp operation and preparation for accreditation.

SECTION TWO

Standards for Camp Accreditation



Site and Food Service

SECTION SF

The physical setting of the camp operation is an integral part of the total camp experience. While personnel and program are key to meeting objectives for camper development in a healthy atmosphere, the site and its facilities also make an important contribution to the overall experience and significantly affect the safety of participants.

APPLICABILITY

Whether the camp program is held on a site that is owned, rented, or leased, the program operator must be certain that provision has been made for the items in this section.

The standards in the Site section are scored only for camps utilizing a base camp. They are not scored for exclusively trip or travel camps or day camps with no base camp that are held each day on a different site.

When a camp program seeking accreditation is using or renting/leasing from a camp with ACA accreditation, the Site and Food Service standards DO NOT need to be scored again. However, information must be provided on the score form identifying the camp whose accreditation is being relied upon. All other applicable sections of the standards must be scored specifically for the camp program seeking its own accreditation.

Standards are not intended to be applied to homes or buildings that are on camp property and are used solely as private residences of staff, or are not accessible to campers, user groups and staff.

Even when the site standards are not scored, camps should consider the requirements of these standards when choosing locations for camp program.

Definitions

Buildings: For the purposes of these standards, buildings are permanent, enclosed structures that remain intact regardless of season. Tents and Adirondack shelters are not considered buildings.

Food contact surfaces: Anything including counters, cutting boards, and knives that contacts raw food during preparation.

Food service utensils: Include dishes, silverware, and all other utensils used in the preparation or serving of food.

Potentially hazardous foods: Those foods or ingredients, natural or synthetic, in a form capable of supporting growth of infectious or toxic microorganisms (i.e., milk or milk products, eggs, meat, poultry, fish, shellfish, edible crustacea).

Icon Legend

	Day Camp
	Resident Camp
	Short Term Residential
	Rental/User Group
	Written Documentation Required

Qualified personnel: Someone qualified by local statute or regulation (appropriately licensed, certified, etc.) or camp maintenance personnel or other persons with training and experience in a specific area or field.

Sanitized utensils: Must be cleaned and sanitized according to the guidelines in standard SF-29.

MANDATORY

MODE	NOTES

*SF-1 Emergency Exits

DNA if campers, staff, or user groups never stay overnight in buildings.

Are all buildings used for sleeping constructed or equipped with the following safety features:

***A. At least one emergency exit in addition to the main door or entrance?** YES NO

DNA B if all sleeping quarters are at ground level.

***B. A direct means of emergency exit to the outside from each sleeping floor not at ground level?** YES NO

Interpretation: "Buildings" for the purposes of this standard are permanent, enclosed structures that remain intact regardless of season. Tents and Adirondack shelters are not considered buildings for the purposes of this standard. This standard includes buildings used by campers, staff, or user groups. Day camps with overnights in buildings will also score this standard.

In Part A, emergency exits should be located opposite from entrances so they could be used if the main entrance is blocked. "Emergency exit" does not imply a particular structure or evacuation device but means a quick, safe, readily available alternative exit. State or local fire officials or insurance underwriters may provide guidance to acceptable escape plans. Windows with screening could be considered emergency exits if occupants are informed of procedures for an easy and safe escape.

Emergency-exit needs of persons with disabilities should be considered. Ground level entrances should be accessible without the use of lifts or elevators to facilitate easy access and quick evacuation for all persons. In split level buildings that have ground level access on only one side, emergency exits from upper level sleeping quarters must facilitate quick, safe evacuation of all persons in case the ground level exit is blocked.

In Part B, "to the outside" means that either the escape is on the outside of the building or an enclosed stairway exits directly to the outside at ground level.

This standard does not suggest or imply that emergency exits are inappropriate for structures not included in this standard. However, they are not required universally because of the wide diversity of such shelters.

Compliance Demonstration: Visitor observation of randomly selected sleeping areas, particularly those facilities with sleeping areas not on the ground level.

*SF-2 Flammable and Hazardous Materials

DNA if no flammable, explosive, or poisonous materials are used or stored on site.

MANDATORY

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Does the camp require that gas and liquid flammables, explosives, and hazardous or poisonous materials be:

1. **Handled only by persons trained or experienced in their safe use and disposal, and**
2. **Stored appropriately:**
   a. **With access limited to trained persons,**
   b. **In closed, safe containers that are plainly labeled as to contents, and**
   c. **In locations separate from food?** YES NO

Interpretation: Liquid flammables include gasoline, kerosene, and other liquid fuels. Poisonous materials include cleaning agents, insecticides, weed killers, or other substances labeled as poisonous.

Individuals who are learning, under the direct supervision of trained personnel, to use flammable or hazardous materials are in compliance with the standard. Protective equipment such as gloves and masks must be provided when appropriate.

Limiting access to trained persons may include storing materials in areas that are off-limits to all except designated staff, storing materials in locked buildings, rooms, cabinets, or containers, or training all participants on correct handling of certain materials such as kerosene for lanterns or bleach for cleaning. Directors may want to check with local officials for other recommendations concerning storage and handling of flammable or poisonous substances. Such local officials might include fire officials, insurance underwriters, and Occupational Safety and Health Association (OSHA) staff.

"Safe disposal" may include information on proper disposal of containers and substances, as well as procedures for spills of toxic or poisonous substances.

Material Safety Data Sheets (MSDS), available from suppliers and manufacturers, provide information on safe handling and disposal of hazardous materials. Directors should be aware of local OSHA regulations regarding the availability and use of the MSDS.

Large, easily-recognizable, above-ground tanks such as propane or gas tanks do not need special labeling. The intent of labeling is to prevent accidental, inappropriate use of flammable or poisonous substances.

Compliance Demonstration: Visitor observation of storage and handling of listed substances; director/staff description of handling procedures.

SF-3 Contact with Local Officials

MODE	NOTES

Does the camp verify annual contact with local fire and law enforcement officials to notify them of the camp operation? YES NO

Interpretation: Due to possible changes in personnel or districts, local officials should be notified annually. Seasonal camps should make such contact just prior to the operating season. The camp should notify officials of camp operation information even in situations where the site is automatically covered by municipal fire and police service. Written notification may help assure officials are appropriately advised of the size and scope of the camp operation, and changes in buildings or access routes within the camp property, etc.

Compliance Demonstration: Director explanation of annual contacts.

SF-4 Fire Equipment Exam

MODE	NOTES

Does the camp require that qualified personnel annually conduct a safety examination of fire equipment and applicable areas, including:

1. **Smoke detectors and other detection devices (i.e., location and working condition);**
2. **Fire extinguishers (i.e., type, location, and readiness);**
3. **Fireplaces, chimneys, and any open fire areas;**
4. **Storage and use areas for flammable materials and fuel; and**
5. **Cooking areas?** YES NO

Interpretation: "Qualified personnel" could include someone qualified by local statute or regulation (e.g., fire inspectors or insurance personnel) or camp maintenance personnel or other persons with training and experience in fire safety and equipment.

ACA standard SF-13 requires smoke detectors in buildings used for sleeping. Local codes may require additional detection devices in cooking areas, multiple story buildings, and so forth.

Information gathered for this standard can be used as part of the review process in standard OM-5 (page 75). Check ACA resources for further information.

"Readiness" implies that all fire extinguishers have been inspected, and are tagged, dated, and operational.

Compliance Demonstration: Director/staff description of procedures and personnel used to conduct evaluation annually; observation of current inspection tags.

SF-5 Water Testing

DNA if on a community (public) water supply.

Does the camp have written confirmation that all water sources used for drinking or food preparation purposes currently meet state or federal drinking water standards? YES NO

MODE	NOTES

Interpretation: This standard applies to water that comes from the camp's own wells or reservoir system, not to water provided by municipal or other water authority responsible for its own testing. "Currently" means that in a continuously-used water supply, testing should be done at least quarterly. State or local regulations may require testing more frequently based on the state's Safe Drinking Water Act. If part or all of a camp's water supply is not continuously used, it is recommended that testing be within 30 days preceding the first use.

Compliance Demonstration: Visitor observation of current approved test results.

SF-6 Utility Systems

DNA if no utilities on site.

Does the camp have on site:

1. **The blueprints, charts, or written physical descriptions of locations of all electrical lines and cutoff points, gas lines and valves, and water cutoff points, or**
2. **For a nonowned site, the written or posted telephone number of the individual or agency to contact in case of problems?** YES NO

MODE	NOTES

Interpretation: Camp staff should have information immediately available to enable them to locate cutoff points in the event of an emergency as well as for routine maintenance. Information may be obtained from utility companies or suppliers, and from property files. Charts or descriptions should be available for immediate access.

Compliance Demonstration: Visitor observation of charts, blueprints, etc. OR for nonowned sites, written or posted telephone number of contact person.

MODE NOTES

SF-7 Electrical Evaluation

DNA if no electrical service on site.

Does the camp require that an electrical evaluation be conducted annually by qualified personnel? YES NO

Interpretation: Evaluations should be conducted in all facilities with electrical service including the swimming pool, water pumps, living areas for campers and staff, program buildings or areas, food service and storage areas, maintenance areas, and dining halls.

The evaluation should include at least a visual observation of areas and facilities to check for damaged or loose wires or fixtures, electrical equipment needing repair or replacement, face plates and panel fronts in place, correctly-sized fuses and circuit breakers, and appropriately grounded receptacles. Particular attention should be paid to facilities that have little or no use during some seasons or where damage from rodents or weather may occur or have occurred.

"Qualified personnel" could include camp staff, maintenance personnel, persons qualified by local statute or regulation, persons with training or experience in basic electrical evaluation, electricians, or other appropriately licensed persons.

Camps using facilities such as public parks need to verify the evaluation system used by facility officials.

Information gathered for this standard can be used as part of the review process in standard OM-5 (page 75). Check ACA resources for further information.

Compliance Demonstration: Director description of procedures and personnel used to conduct the annual evaluation.

MODE NOTES

SF-8 Maintenance Program

Does the camp have written evidence of a system for regular safety inspections and maintenance procedures for buildings, structures, and grounds? YES NO

Interpretation: "Written evidence" of a maintenance system could include repair-request forms, facility checklists, job descriptions, and written maintenance schedules and procedures.

"Grounds" includes activity areas, trails, parking lots, etc.

On a nonowned site, only the areas in immediate use and for which the camp program has jurisdiction need to be evaluated. Written evidence could include maintenance procedures from the site owner or operator, or written policies to use only properly-maintained sites.

Compliance Demonstration: Visitor observation of written evidence of maintenance program; director/staff description of maintenance procedures.

SF-9 Facilities in Good Repair

Do inspections and maintenance procedures result in buildings, structures, and activity areas that are in good repair? YES NO

MODE NOTES

Interpretation: This standard includes all buildings used in camp such as cabins, platform tents, dining halls, lodges, shelters, program buildings, shower houses, restrooms, and other camp facilities. Examples of structures to be in good repair include railings, porches, steps, floorboards, screens, and doors.

Activity areas include pool and dock areas, hiking and ski trails, paths and walkways, playing fields and courts, playground and other recreation and play areas, ropes courses, and overnight sites.

Compliance Demonstration: Visitor observation of camp facilities; director/staff description of maintenance procedures.

SF-10 Clean Camp Site

Do maintenance procedures result in a camp site with clean and sanitary conditions throughout? YES NO

MODE NOTES

Interpretation: This standard includes garbage and rubbish disposal areas, kitchen garbage disposal systems and area, toilet areas, program areas and buildings. Regular cleaning, garbage and trash collection, and regular activity to keep the area free of accumulated dirt, grease, and mildew should be evident. Campers or staff may be involved in such routines as long as supervision and necessary protective equipment are provided.

Compliance Demonstration: Visitor observation of camp facilities; director/staff description of maintenance and cleaning procedures.

SF-11 Power Tools

DNA if power tools are not used.

Does the camp require power tools:

1. **Be equipped with necessary safety devices,**
2. **Be in good repair, and**
3. **Be operated only by persons trained and experienced in their use?** YES NO

MODE NOTES

Interpretation: This standard applies to tools used by participants and staff in program activities as well as for maintenance. Camps that use volunteer crews for maintenance projects should have procedures to assure proper handling of power tools.

Compliance Demonstration: Visitor observation of power tools and their use, where possible; or director/staff description of policy and practices.

SF-12 Accessibility

MODE NOTES

Are sleeping areas (where applicable), dining, toilet, bathing and program facilities available to persons with disabilities? YES NO

Interpretation: The intent of the standard is for the camp to address facility accessibility issues as defined by the Americans with Disabilities Act of 1990. The law does not require that all facilities or programs be accessible or that all changes be made at once. The ADA law does not require camps to make changes that would fundamentally alter the nature of camp program. However, the camp is required to make "readily achievable" accommodations that do not cause an "undue burden."

Camps may be unable to make all areas of camp accessible. However, participation in the normal activities of camp living and activity groups should be fostered. Barriers should be removed and accommodations provided to permit full participation whenever possible. "Available" means that persons have both access and opportunity.

For guidance on appropriate accommodations for persons with restricted mobility, see Accessibility Guidelines in Appendix A (page 197).

Compliance Demonstration: Visitor observation of available facilities and director explanation of accommodations provided for persons with disabilities.

SF-13 Smoke Detectors

MODE NOTES

DNA if 30% or more of the wall area is screened or open or if camp has no buildings used for sleeping.

Are all buildings used for sleeping constructed or equipped with smoke detection equipment in working order? YES NO

Interpretation: The standard applies ONLY to sleeping quarters located in buildings. "Buildings" for the purposes of this standard are permanent, enclosed structures that remain intact regardless of season. Tents and Adirondack shelters are not considered buildings for the purposes of this standard. This standard includes buildings used by campers, staff, or user groups. Day camps with overnights in buildings will also score this standard.

This standard does not suggest or imply that fire detection and alarm devices are inappropriate for structures not included in this standard. However, these devices are not required universally because of the wide diversity of such shelters.

Compliance Demonstration: Visitor observation and tests of smoke detectors in randomly selected sleeping areas.

SF-14 Permanent Sleeping Quarters

DNA if site has no permanent sleepi

Do permanent sleeping quarters provide:

MODE	NOTES
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1. **A means for ventilation and temperature control,**
2. **At least 30 inches between sides of beds, and**
3. **Adequate space to provide freedom of movement and allow exit in an emergency?** YES NO

Interpretation: "Permanent sleeping quarters" refer to buildings, cabins, platform tents, covered wagons, etc., that remain in a fixed location and are used as primary residences for campers, staff, or user groups. Temporary shelters such as tents used for overnight camping and backpacking would not be subject to this standard.

Ventilation and temperature control may be by natural or mechanical means (e.g., windows, fans, vents, heating or cooling systems) depending on the climate and clientele. For example, air conditioning is not an expectation for summer youth camps, but heating is necessary in northern areas in the winter.

Beds separated on one side by less than 30 inches but having a fixed partition between them that prevents sneezing or coughing on others is acceptable for this standard. "Adequate space" means occupants can move to and from beds without major obstacles and can exit without moving luggage or furniture. State regulations range from 30 to 50 square feet of floor space required per person.

When persons with restricted mobility are served, the arrangement in sleeping quarters should consider the functional space required for wheelchairs and other devices. The standard established by the Americans with Disabilities Act Accessibility Guidelines (ADAAG) is a minimum of 36 inches between beds and for paths of travel within the room, and clear floor space at least four feet by four feet (4' X 4') to allow wheelchairs to turn.

The norm established by the American National Standards Institute (ANSI) is 50 square feet per person using a walker and 60 square feet per person using a wheelchair.

See standard SF-12 and Accessibility Guidelines in Appendix A (page 197).

Compliance Demonstration: Visitor observation of randomly selected sleeping quarters throughout site.

MODE	NOTES

SF-15 Bunk Guardrails

DNA if no bunk beds are used or if bunks used only by persons 16 and older.

Does the camp require that upper bunks used by children be equipped with guardrails? YES NO

Interpretation: Beds placed against the wall do not require rails on the side facing the wall. Bunk rails do not need to run the entire length of the bed, but must be designed to prevent occupants from accidentally rolling or sliding out of bed.

To prevent entrapment or choking, the Consumer Product Safety Commission recommends that the bottom of the rail be no more than 3½ inches from the top of the bed frame, and that the top of the rail be at least five (5) inches above the top of the mattress.

Compliance Demonstration: Visitor observation of randomly selected sleeping areas using bunk beds.

MODE	NOTES

SF-16 Toilet Ratios

Does the camp provide toilets that meet the following minimum ratios:

1. **For resident program use:**
    a. **One seat for every 10 females, and**
    b. **One seat for every 10 males;**
2. **For day program use:**
    a. **One seat for every 30 females, and**
    b. **One seat for every 50 males?** YES NO

Interpretation: Camps should consider the number of accessible toilets available to people with disabilities. Seats to be used in computing ratios should not include toilets in private residences or restricted areas. Up to one third of the seats for males may be substituted with urinals.

Check ACA resources for a chart to help document ratios.

Compliance Demonstration: Visitor observation of toilet areas; director explanation of ratios.

SF-17 Hand Washing Facilities

Are hand washing facilities adjacent to toilets and provided to meet the following ratios:

1. **For resident program use — one wash basin or equivalent per 10 persons with a minimum of two basins for each toilet facility designed to serve more than five persons at the same time?**
2. **For day program use — one wash basin or equivalent per 30 persons with a minimum of two basins for each toilet facility designed to serve more than five persons at the same time?**

YES NO

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Interpretation: A "hand washing facility" is a supply of soap and fresh water, suitable for washing. It does not necessarily imply running water and may include the availability of waterless hand sanitizing products. When a communal spray-type water dispenser is used, 20 inches of wash basin rim space is equivalent to one wash basin.

Check ACA resources for a chart to help document ratios.

Compliance Demonstration: Visitor observation of randomly selected toilet and hand washing areas; director explanation of ratios.

SF-18 Toilet Privacy

DNA if toilet facilities with multiple seats are not located in the main camp or living areas.

In the main camp and living areas, do toilet facilities with more than one seat have at least one toilet with a door or curtain for privacy, available to all? YES NO

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Interpretation: Toilets should afford privacy to all staff and participants including persons with special needs. The requirements of this standard do not need to be applied to every toilet facility in camp, but facilities meeting this standard should be available throughout the camp.

Compliance Demonstration: Visitor observation of randomly selected toilet facilities in the main camp and living areas.

MODE	NOTES

SF-19 Pit and Chemical Toilets

DNA if pit or chemical toilets are not used.

Are pit or chemical toilets screened or vented and equipped with toilet lids and self-closing doors? YES NO

Interpretation: The purpose of this standard is to help control odors and to prevent entry by insects and animals.

Compliance Demonstration: Visitor observation of randomly selected pit or chemical toilets.

MODE	NOTES

SF-20 Hot Water Controls

DNA if no hot water is available.

To prevent scalding, does the camp regulate the hot water temperature by means other than individual adjustment at the taps of bathing, showering, and hand washing facilities? YES NO

Interpretation: Hot water temperatures may be regulated by thermostatically controlled temperature-regulating valves (considered to be the safest method), or properly-adjusted mixing valves (provided the cold water source is not subject to variations in pressure).

A safe maximum water temperature at the tap is frequently established at 110°F. Camps may wish to consult with local health officials concerning appropriate maximum temperatures to avoid scalding and appropriate regulating methods. Temperature adjustment at the water heater itself may not be recommended since the water heater needs to be kept at higher temperatures to prevent possible bacteria growth or to provide hot water for dishwashers, etc.

Compliance Demonstration: Director description of techniques in use; visitor hand testing water at randomly selected taps.

SF-21 Showers

DNA if day use only or a primitive site.

Does the camp provide a minimum of one showerhead or bathtub for each 15 persons on site, for:

1. **All resident camps, and**
2. **Any short-term programs for which the camp provides showers?** YES NO

MODE	NOTES

Interpretation: "Primitive site" refers to a camp whose program reflects a philosophy centered on minimal facility and utility use. Generally, such sites have few permanent structures or facilities. Camps are not required to provide showers for short-term programs, but must meet ratio guidelines when they are provided.

In computing camper to shower ratios, camps should not include showers or tubs in private residences or restricted areas. Check ACA resources for a chart to help document ratios.

Camps should consider the number of bathing or showering facilities accessible to people with disabilities. Aids such as chairs on casters, stools, footrests, nonslip surfaces, and flexible shower heads attached to hoses may provide increased independence for persons with restricted mobility. Aids should be provided according to the needs of persons being served.

Compliance Demonstration: Visitor observation of showering and bathing areas; director explanation of ratios, and devices available to participants with restricted mobility (as applicable).

FOOD SERVICE

The Food Service standards are intended to be applied to the camp's regular food service system in day camps, resident camps, short-term resident programs, and user groups for whom the camp provides meals, whether centralized in a dining hall(s) or decentralized in living units. If someone other than the camp prepares the meals, the Food Service standards would be scored if the camp is responsible for storage, serving, and cleanup of food; or if the camp is the sole user of the on-site services (not one of many groups served as in a restaurant or dorm).

However, even when the food service standards are not scored, camps should consider the requirements of the food service standards in contracting with appropriately licensed services and verifying their practices.

DAY CAMPS in which campers and staff normally bring their own lunches and that have only occasional cookouts or serve only drinks or snacks are required to score only SF-22 through SF-25.

When USER GROUPS use camp facilities to prepare their own meals, standards SF-22 through SF-25, and SF-31 and SF-32 are required to be scored.

SF-22 Food Service Areas

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Are food preparation and storage areas free from accumulated dirt and grease and protected from rodents and insects? YES NO

Interpretation: Food preparation and storage areas should be kept clean for health purposes. To protect from rodents and insects, screens or doors should be used. Stored food should be kept off the floor or in properly sealed containers.

Compliance Demonstration: Staff explanation of procedures; visitor observation of food preparation and storage areas.

SF-23 Refrigeration

DNA if camp uses no refrigeration units.

Does the camp ensure proper storage of potentially hazardous foods at 40°F or below by:

1. **Providing thermometers for all mechanical refrigeration units, and**
2. **Monitoring temperatures for each mechanical refrigeration unit:**
   a. **In camp-staffed facilities, by maintaining a written record of temperatures noted and initialed daily when the facility is in use, or**
   b. **In facilities used by user groups, by instructing group to check temperatures, and**
3. **Notifying appropriate personnel if the temperature exceeds 40°F?** YES NO

MODE	NOTES

See applicability box (page 30).

Interpretation: "Potentially hazardous foods" are those foods or ingredients, natural or synthetic, in a form capable of supporting growth of infectious or toxic microorganisms (i.e., milk or milk products, eggs, meat, poultry, fish, shellfish, edible crustacea). Such food should be maintained at temperatures below 40°F or above 140°F. User groups and camp staff should know to whom and how to report temperature problems in refrigerators so that prompt corrective action and alternate storage can be arranged.

This standard applies to all mechanical refrigeration units holding food for staff, campers, or user groups including the camp kitchen, health center, staff house, unit shelters, or lodges. This standard does not apply to year-round staff residences, nor to freezers, ice chests, or coolers.

Even though nonmechanical devices such as coolers are not scored in this standard, camps who use ice chests or coolers for cookouts or temporary food storage should consider ways to monitor them for safe temperatures. The camp may also establish procedures that ask families not to send perishable foods in day camp lunches. Check ACA resources for sample temperature charts.

Compliance Demonstration: Visitor observation of thermometers in refrigeration units, and acceptable temperatures and charts; staff explanation of monitoring procedures and system for reporting and correction.

SF-24 Garbage Cans

MODE NOTES

See applicability box (page 30).

Are garbage and rubbish containers in kitchen and dining areas leakproof and securely covered or tied when not in use? YES NO

Interpretation: The concern of this standard is the ten.porary storage of food waste in food service areas prior to removal to permanent storage areas (e.g., dumpsters, disposal areas away from center, etc.). If garbage and rubbish containers are not leakproof, they must have a nonabsorbent lining.

If user groups are involved in meal preparation and cleanup processes, they should be provided appropriate garbage containers and instructions to keep garbage covered except during the preparation or cleanup process.

The intent of this standard is to control/prevent the spread of disease by reducing the number of flies or other insects on or around exposed garbage. In instances where camper groups are eating meals in public parks, groups should be responsible for covered/tied garbage in their immediate area even though they may not have control over park refuse containers.

Compliance Demonstration: Visitor observation of garbage storage procedures in food preparation and cleanup areas; director description of instructions to user groups.

SF-25 Dumpster Area

MODE NOTES

See applicability box (page 30).

Are garbage storage areas clean and free of buildup beyond the capacity of closed containers? YES NO

Interpretation: The intent of this standard is that areas around dumpsters and recycling bins be trash-free. Scheduled trash pick-ups should be frequent enough to prevent trash buildup beyond the capacity of the trash and recycling bins.

Compliance Demonstration: Visitor observation of garbage storage; director/staff description of pick-up schedule.

MEALS IN CAMP

If MEALS are NOT prepared or served in camp by the camp or by user groups, DNA SF-26 through SF-32.

When user groups use camp facilities to prepare their own meals, only standards SF-31 and SF-32 are scored.

SF-26 Food Service Supervisor

Does the camp have written evidence that the food service supervisor has training or experience in food service management? YES NO

MODE NOTES

Interpretation: The intent of this standard is to assure that the food service staff and operation are supervised by person(s) with training or experience in areas such as sanitation, food preparation and protection, hygiene, personnel supervision, and recordkeeping.

The camp administrator should have assurances that a contracted food service company has appropriate licenses and credentials.

Compliance Demonstration: Visitor observation of written documentation.

SF-27 Sanitized Utensils and Surfaces

Are procedures in practice requiring food service staff to:

1. **Use only clean and sanitized utensils and equipment during food preparation, and**
2. **Clean and sanitize food contact surfaces after each use?** YES NO

MODE NOTES

Interpretation: "Sanitized utensils" must be cleaned and sanitized according to the guidelines in standard SF-29. "Food contact surfaces" means anything including counters, cutting boards, and knives, that contacts raw food during preparation. Such surfaces should be sanitized with a bleach solution or other commercial sanitizer between times of use. Local health authorities can give guidance on the strength and use for sanitizing agents.

Compliance Demonstration: Visitor observation of food preparation process; director/staff explanation of process.

SF-28 Food Temperatures

MODE NOTES

See applicability box (page 33).

Are food service staff required to minimize the time that potentially hazardous foods remain in the food temperature danger zone of 40°F to 140°F? YES NO

Interpretation: The intent is to help ensure that foods are cooked and held at appropriate temperatures. Food service staff should take appropriate safety precautions when holding, cooling, thawing, serving, etc. Most states establish 140°F as the minimum temperature for holding hot foods, whether in steam tables or on the stove. Camps should have the means and procedures to monitor temperatures periodically in the main food service operation.

Compliance Demonstration: Visitor observation of food preparation and holding process; staff explanation of procedures.

SF-29 Dish Washing

MODE NOTES

See applicability box (page 33).

Does the camp require that dishes and food service utensils be washed and sanitized after each use according to the following procedures:

1. **For mechanical dishwashers:**
    a. **Wash water is at least 100°F, and**
    b. **Rinse water is at least 180°F verified by daily written documentation while in use, or an approved chemical sanitizer is used as directed;**
2. **For dishes and food service utensils washed by hand:**
    a. **Wash and initial rinse temperatures are at least 100°F, and**
    b. **Second rinse process is used with an approved chemical sanitizer?** YES NO

Interpretation: "Food service utensils" include dishes, silverware, and all other utensils used in the preparation or serving of food. Pots and pans used in cooking and baking that require high temperatures in the cooking process are exempt from the second rinse requirement.

Check ACA resources for a sample chart for daily monitoring of dishwasher rinse temperatures. Job descriptions or procedures should specify who has responsibility for monitoring temperatures.

Compliance Demonstration: Visitor observation of dishwashing and sanitizing process and charts; staff description of procedures.

SF-30 Dish Drying and Storage

Does the camp require that all dishes and food service utensils:

1. **Be air dried, and**
2. **Be protected from dust and contamination between use?** YES NO

MODE	NOTES
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See applicability box (page 33).

Interpretation: "Food service utensils" include dishes, pots and pans, silverware, and all other utensils used in the preparation or serving of food. Local health authorities can give guidance on proper storage practices.

Compliance Demonstration: Visitor observation of dish and utensil drying process; staff description of procedures.

USER GROUP USE OF CAMP KITCHEN FACILITIES

DNA SF-31 and SF-32 if user groups never use camp kitchen facilities for meal preparation.

SF-31 Food Handling Procedures

Does the camp advise user group leaders in writing of procedures for use of kitchen facilities that include:

1. **Using only clean and sanitized utensils and equipment during food preparation,**
2. **Cleaning and sanitizing food contact surfaces after each use, and**
3. **Minimizing the time that potentially hazardous foods remain in the temperature danger zone of 40°F to 140°F?** YES NO

MODE	NOTES
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Interpretation: When user groups prepare and serve their own meals, instructions to help prevent contamination of foods may be posted or provided as part of information concerning use of the camp.

"Sanitized utensils" must be cleaned and sanitized according to the guidelines in standard SF-29. "Food contact surfaces" means anything including counters, cutting boards, and knives that contacts raw food during preparation. Such surfaces should be sanitized with a bleach solution or other commercial sanitizer between times of use.

The intent is to help ensure that foods are cooked and held at appropriate temperatures. Persons involved in food preparation should take appropriate safety precautions when holding, cooling, thawing, serving, etc. Most states establish 140°F as the minimum temperature for holding hot foods, whether in steam tables or on the stove. Camps

should have the means and procedures to monitor temperatures periodically in the main food service operation.

Compliance Demonstration: Visitor observation of posted or written procedures; observation of food preparation process when possible.

SF-32 Dishwashing Procedures

MODE NOTES

See applicability box (page 33).

Are user groups advised in writing of appropriate procedures for washing, sanitizing, and drying of dishes and food service utensils?

YES NO

Interpretation: "Appropriate" procedures are those that meet the requirements of standards SF-29 and SF-30. Procedures may be posted or provided in information or orientation materials for user groups.

Compliance Demonstration: Visitor observation of posted or written procedures; observation of dish washing process when possible.

Transportation

SECTION TR

Transportation safety is an important component of the camp's overall risk management plan. The following standards help administrators consider the critical aspects of traffic control, vehicular safety, driver qualifications and training, and camper education concerning vehicle safety.

APPLICABILITY

All camps must score standards *TR-1 through TR-4 whether or not the camp provides transportation.

Any time a camp provides transportation, even if only once or twice, the transportation standards apply.

Camps who meet any of the following criteria must score standards TR-5 through TR-19:

- Provide or arrange for transportation,
- Transport campers, staff or user group members, or
- Use camp-owned, private, leased or commercial vehicles

Depending on the type of programs and services the camp offers throughout the year, camps may need to address the transportation requirements for some programs or operational modes and not for others.

The standards TR-5 through TR-19 are not scored when user groups provide their own transportation.

Definitions

Arrival and departure: Refers to participants coming to or leaving the camp premises.

Non-medical religious camp: Refers to a camp primarily serving persons who depend on spiritual means alone, through prayer, for prevention and healing of disease, in accordance with their religious beliefs. Because of this reliance upon faith rather than traditional medical intervention, participants object to physical examination, immunization, or medical treatment. The Christian Science Church is an example of such a religious group.

Pick-up and drop-off: Refers to the camp picking up or returning the camper to his or her home or a central location.

Icon Legend

	Day Camp
	Resident Camp
	Short Term Residential
	Rental/User Group
	Written Documentation Required

MANDATORY

MODE NOTES

*TR-1 Emergency Transportation

DNA to camps with no base site and to nonmedical religious camps.

Does the camp require that medical emergency transportation be available at all times by either:

1. **The camp or user groups, or**
2. **Community emergency services with whom prior arrangements have been made in writing?** YES NO

Interpretation: "Available" means that designated emergency transportation is in operational order and has enough fuel to reach primary emergency locations and is not being used for other jobs.

"Arrangements . . . in writing" may include notification letters to municipal providers of emergency transportation services. Notification should identify the primary usage dates and precise location of the camp.

If user groups are responsible for their own emergency transportation, this expectation should be identified in a contract or use agreement, or clearly specified in procedures provided to groups.

Compliance Demonstration: Visitor observation of vehicle(s) available in a medical emergency, written notification to or verification from community emergency services, and/or procedures for user groups.

MODE NOTES

TR-2 Traffic Control

DNA if camp has no base site or if no vehicles are on the camp site.

Does the camp control vehicular traffic on site by clearly posting designated speed limits or restrictions, traffic areas, parking, delivery, and pick-up areas? YES NO

Interpretation: The concern of this standard is for the protection of pedestrians from vehicular traffic. Attention should be given to concerns such as delivery trucks, camp vans or buses, staff vehicles, camp maintenance vehicles, user group and visitors' vehicles, vehicles used in camp program, vehicles used to deliver camper or staff luggage to sleeping areas, speed limits, parking areas, traffic restriction areas, and controlling pedestrian traffic.

Camps using public parks or property with public roadways can develop plans for controlling the camp's vehicular traffic in the area they are using.

Compliance Demonstration: Visitor observation of vehicular traffic and posted signs on the camp site; director/staff description of traffic control procedures.

TR-3 Arrival and Departure

Does the camp have procedures for orderly arrival and departure and for the unloading and loading of vehicles? YES NO

MODE	NOTES

Interpretation: The intent is to provide an orderly system for arrival and departure of groups by bus or van and of individuals by personal vehicles. Some procedures may be as simple as designating parking areas and prohibiting traffic in most areas of the camp site. Other camps that allow motorized traffic beyond the welcome area may need more elaborate plans.

Procedures should also include guidelines for supervision of campers during arrival and departure. Camps using public parks or property with public roadways may also need plans for controlling camp pedestrian patterns during heavy traffic periods such as arrival and departure at day camps.

Compliance Demonstration: Visitor observation of arrival or departure and loading and/or unloading of vehicle procedures where possible.

TR-4 Nonpassenger Vehicles

Does the camp prohibit the transportation of persons in nonpassenger vehicles? YES NO

MODE	NOTES

Interpretation: The intent of this standard is to prohibit transportation of individuals in the back of pickup trucks or wagons where seats are not attached to the vehicles. User groups should be informed of this policy. The exception is for hayrides when wagons or trucks are driven at slow speeds (5-10 mph) off public roads, and where protective devices are provided to keep people from falling out or off of the vehicle.

Compliance Demonstration: Director/staff description of policy in place.

CAMPS PROVIDING TRANSPORTATION

Standards TR-5 through TR-19 APPLY to any and all transportation provided by, planned for, or arranged BY THE CAMP, whether in owned, leased, private, or commercial LAND vehicles.

This includes, but is not limited to, camp-arranged transportation to and from camp; transportation to activity sites such as pools, stables, or lakes; trips to the doctor, emergency transportation, transportation to or from airports; transportation for day or field trips; and transportation to trip sites and in the trip/travel program itself.

These standards may apply to some of a camp's operations and not to others.

These standards apply to both frequent and isolated transportation scenarios.

These standards are NOT SCORED when USER GROUPS provide their own transportation.

These standards DO NOT APPLY to the use of regularly scheduled public transportation (e.g., trains, limos, buses, taxis, trams, etc.), to maintenance vehicles unless they are used to transport persons in addition to maintenance staff, or to watercraft such as ferries.

If camp provides no transportation, DNA TR-5 through TR-19.

MODE NOTES

TR-5 **Transportation Information to Parents**

DNA if camp never provides transportation for campers between camp and home or pick-up/drop-off points.

Are parents or guardians provided written information that includes:

1. **Pick-up and drop-off times,**
2. **Pick-up and drop-off safety procedures, and**
3. **Safety rules for van or bus travel if provided by the camp?**

YES NO

Interpretation: Safety procedures include safety regulations at the pick-up and drop-off points as well as camp policies concerning responsibility for the care of children before pick-up and after drop-off.

Pick-up and drop-off points may be individual homes, central locations, bus depots, airports, etc.

Compliance Demonstration: Visitor observation of parental written information.

TR-6 Transportation Change Notice

DNA if camp never provides transportation for campers between camp and home or pick-up/drop-off points.

Does the camp have a system to communicate changes or emergencies to parents or guardians that would affect campers' arrival at home or a pick-up or drop-off time or location? YES NO

Interpretation: Examples of required notification include cancellation of a day camp session due to unsuitable weather, transportation delay of more than 20-30 minutes, illness of a child, or an accident requiring professional medical attention. A camp's procedures may include immediate contact with parents in some cases, or a means for parents and guardians to get additional information, such as a number to call if a bus is late.

Compliance Demonstration: Director/staff description of notification procedures.

MODE	NOTES

See applicability box (page 40).

TR-7 Transportation Policies

Do written transportation policies specify:

1. **Supervision ratios of staff to campers that consider the age, mental ability, and physical condition of all passengers, and**
2. **The availability and location of health information and permission-to-treat forms of campers for whom the camp is directly responsible?** YES NO

Interpretation: The camp should analyze situations that may require additional staff supervision when determining transportation supervision ratios. For example, a camp may want to avoid instances when a child would be left alone in a vehicle with only one staff member.

The intent of Part 2 is for camps to determine when health histories, health exam forms, or permission-to-treat forms should be with the group. The standard does not require that the health information always be carried. For nonmedical religious campers, this health information refers to health histories and appropriate waiver forms.

Compliance Demonstration: Visitor observation of written policies; director/staff description of implementation.

MODE	NOTES

See applicability box (page 40).

TR-8 Accident Procedures

MODE NOTES

See applicability box (page 40).

Does the camp policy require that each vehicle transporting campers carry a camp staff member who has been trained to follow written accident procedures for:

1. **Providing or securing care for the injured,**
2. **Supervising the uninjured,**
3. **Specifying whom to notify in an emergency, and**
4. **Identifying witnesses and obtaining appropriate accident or emergency information?** YES NO

Interpretation: The staff member required by the standards may be the driver. Camps may also want to specify that the staff member be an adult as defined by governing authorities.

While the standard applies only to vehicles carrying campers, camps should consider these concepts when developing policies and procedures for staff use of vehicles.

Compliance Demonstration: Visitor observation of written accident procedures; director/staff description of policy's implementation.

TR-9 Bus/Van Supervisor

MODE NOTES

See applicability box (page 40)

DNA if vehicles larger than 15-passenger vans are not used.

Does the camp require that any vehicle transporting 15 or more campers carry, in addition to the driver, a camp staff member who has been trained in safety responsibilities and group management? YES NO

Interpretation: This standard applies to transportation in vehicles larger than 15-passenger vans. Examples of safety responsibilities include the management of behavior, accounting for all passengers, use of seat belts, and so forth.

Compliance Demonstration: Director/staff description of policy and procedures in use.

TR-10 Safety Procedures

Does the camp implement written safety procedures for transporting persons that include:

1. **Vehicles are loaded only within the passenger seating limits established by the manufacturer,**
2. **All persons wear seat belts when provided,**
3. **All passengers remain seated while the vehicle is moving,**

And, when applicable,

4. **All vehicles follow convoy travel procedures, and**
5. **Persons in wheelchairs are seatbelted into wheelchairs that are in locked positions and secured to vehicles?** YES NO

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See applicability box (page 40).

Interpretation: The intent of Part 2 is not to mandate seat belts in vehicles such as school buses where seat belts are not required by law. If children weighing under 40 pounds are transported, appropriate child safety seats must be used. Procedures should also specify when persons under a certain size should be restricted to rear seats in vehicles when air bag safety is a concern.

The requirement to remain seated may be modified, as appropriate, when campers are traveling in motor coaches with toilets on board.

Convoy travel refers to more than one vehicle traveling with the intent of staying together on the road and at stops. Vehicles traveling independently to the same destination are not necessarily in convoy.

When persons in wheelchairs are transferred to vehicle seats, they should wear the provided seatbelts as in Part 2. The wheelchair should then be safely stowed.

Compliance Demonstration: Visitor observation of written procedures; director/staff description of implementation.

TR-11 Transportation Orientation

Does the camp require that all passengers be provided with an orientation to safety regulations and procedures in vehicles? YES NO

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See applicability box (page 40).

Interpretation: Training provided to campers should occur on their first day of being transported and should include evacuation procedures, where possible and allowed, if buses are used for transportation.

Compliance Demonstration: Director or driver description of training provided.

TR-12 Emergency Equipment

MODE NOTES

See applicability box (page 40).

Does the camp require that all motor vehicles used by the camp for transportation be equipped with first aid kits and emergency accessories? YES NO

Interpretation: "Emergency accessories" include at least reflectors and fire extinguishers, and may also include other supplies such as shovels or blankets necessitated by weather conditions.

"Equipped" means these articles are in the vehicle when transporting campers or staff. The camp may keep this equipment in a central location for use at the appropriate time.

Compliance Demonstration: Visitor observation of randomly selected vehicles and equipment or director/staff description of procedures for equipping vehicles.

TR-13 Private Vehicle Use

DNA if private vehicles are not used by the camp for transportation.

MODE NOTES

See applicability box (page 40).

Does the camp have written permission from owners of private vehicles to use their vehicle(s) for transportation? YES NO

Interpretation: This standard applies to all private vehicles used for transportation (e.g., trips, excursions, visits to the doctor or hospital, and transport to and from camp).

The purpose of this standard is to assure that the owner specifically grants permission for the vehicle to be used to transport people. This standard applies to vehicles owned by parents or brought to camp by staff. Permission is assumed (i.e., written authorization not required) if the owner is driving her or his own vehicle. Owners who grant permission are not required to show maintenance records on private vehicles. However, camps may want to advise vehicle owners that their permission implies their responsibility to have an adequately maintained vehicle.

Compliance Demonstration: Visitor observation of written authorizations.

TR-14 Commercial Vehicles

DNA if no commercial vehicles are leased or rented by the camp for transportation.

Does the camp select provider(s) of commercial vehicles who:

1. **Implement a system of regular maintenance and safety checks on vehicles, and**
2. **Verify the acceptable driving record and experience of any commercial drivers provided?** YES NO

Interpretation: Information about a leasing company's policies, maintenance procedures, and driver requirements may be found in promotional materials, the leasing contract, or through inquiries. Camps are encouraged to obtain such assurances in writing whenever possible.

Compliance Demonstration: Director/staff description of procedures used in selection of vehicle providers.

MODE	NOTES

See applicability box (page 40).

CAMPS PROVIDING DRIVERS

These standards are scored for all transportation when the camp provides drivers, whether the vehicles used are owned, leased, rented, or borrowed. These standards are scored only for transportation provided by the camp, NOT for user groups providing their own transportation.

The intent of the following standards is that camps meet standards TR-15 through TR-19 for all drivers and vehicles that can reasonably be anticipated for use.

DNA TR-15 through TR-19 ONLY IF ALL transportation provided by the camp is in COMMERCIAL vehicles hired WITH DRIVERS, including emergency transportation.

MODE NOTES

TR-15 Mechanical Evaluations

DNA to private vehicles.

Does the camp have written evidence that all motor vehicles used by the camp to transport passengers have been evaluated for mechanical soundness by qualified personnel:

1. **At least quarterly for year-round camps, or**
2. **Within the month prior to seasonal use?** YES NO

Interpretation: This standard applies to all vehicles driven by camp drivers which are used by the camp to transport campers, camp staff, or user group participants.

"Qualified personnel" include mechanics or other persons with training or experience in vehicle maintenance. The evaluation may be done by qualified personnel from the leasing company.

"Evaluate mechanical soundness" means checking and making any repair necessary to assure readiness of the vehicles to transport passengers. Depending on their scope and intent, state vehicle inspections may not be sufficient to meet the requirements of the standard.

Owners who grant permission for use of their vehicles are not required to show maintenance records on private vehicles. However, camps may want to advise vehicle owners that their permission implies their responsibility to have an adequately maintained vehicle.

Compliance Demonstration: Visitor observation of written documentation (i.e., entries in a vehicle log book, maintenance receipts); director/staff description of procedures and qualified personnel.

TR-16 Safety Checks

Does the camp implement a written policy on driver safety checks of vehicles used to transport persons that:

1. **Specifies the frequency of checks, and**
2. **Requires checks of:**
   a. **Lights,**
   b. **Tires,**
   c. **Windshield and wiper condition,**
   d. **Emergency flashers,**
   e. **Horn,**
   f. **Brakes,**
   g. **Mirrors, and**
   h. **Fluid levels?** YES NO

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See applicability box (page 46).

Interpretation: Directors should check local codes for frequency of safety checks required by drivers. Some states require safety checks prior to each use for certain types of vehicles. Written documentation of the check is required by some states or local jurisdictions.

Compliance Demonstration: Visitor observation of written policy; director/staff description of policy's implementation.

TR-17 Driver Requirements

Does the camp verify that:

1. **Driving records have been reviewed within the last four months for seasonally-hired drivers or within the last twelve months for year-round drivers,**
2. **Drivers have the appropriate license for vehicles to be driven, and**
3. **Drivers have passed mandatory drug and alcohol testing if required for their commercial driver's license?** YES NO

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See applicability box (page 46).

Interpretation: Some states and insurance policies specify age requirements for drivers who transport children. Other factors to consider in selecting drivers include driving experience, experience driving on the right side of the road, and experience with the type of vehicle to be driven.

"Review" means check of state police records by the camp or the camp's insurance agent. Review includes evaluation of past driving records for revocation or suspension of license, moving violations, accidents, or charges for DWI or DUI. The camp should evaluate the results of such reviews prior to driver assignments.

By federal law, commercial drivers' licenses (CDLs) are required to drive vehicles that transport 16 or more persons (including the driver) or vehicles whose gross weight exceeds 26,001 pounds. Some states may have lower passenger limits (e.g., California requires CDL to transport 10 or more persons). Unless exempted by state law, drivers with CDLs are mandated to submit to the requirements of drug and alcohol testing.

Compliance Demonstration: Director/staff description of procedures used.

TR-18 Training for Drivers

MODE NOTES

See applicability box (page 46).

Does the camp provide training for camp drivers on written procedures that include instructions for:

1. **Backing up,**
2. **Loading and unloading passengers at pick-up and drop-off points,**
3. **Dealing with vehicular breakdowns or passenger illness,**
4. **If buses are used, evacuation procedures,**
5. **Handling camper behavior,**
6. **Location of campers during refueling, and**
7. **Checking the vehicle prior to transportation of persons?**

YES NO

Interpretation: The intent of this standard is to go beyond the training required for a commercial driver's license by focusing on the camp's procedures for the items listed. Directors should note that insurance statistics suggest the highest proportion of camp vehicular accidents occur while the driver is backing up. Training may be behind-the-wheel or through review of written procedures. Standard TR-19 defines when behind-the-wheel training is required.

Compliance Demonstration: Visitor observation of written procedures; director/staff description of training provided.

TR-19 Driver Skill Verification

DNA if drivers do not drive vehicles for the camp that differ from their regularly-driven vehicles.

Does the camp have written evidence that behind-the-wheel training and practice for camp drivers has been provided if the vehicles differ in size or capacity from drivers' regularly-driven vehicles?
YES NO

Interpretation: Camp administrators need to verify that drivers have the skill to appropriately handle the vehicles to be driven. Adjusting to handling differences, stopping distances, and use of mirrors will only come with behind-the-wheel experience. Actual driving experiences should be provided prior to transporting campers.

Compliance Demonstration: Visitor observation of written training records.

MODE	NOTES

See applicability box (page 46).

Health and Wellness

SECTION HW

Camps vary in their health care needs based on clientele, type and length of program, number of trained health care providers on the camp staff, and distance from professional medical facilities. All camps need a well-thought-out health care plan to provide for the needs of campers, staff, and user groups. Potential health risks to the clientele need to be identified and evaluated, and plans for prevention and care need to be specified.

The American Camping Association standards define minimums in terms of staff, facilities, and procedures for health care. They also allow for flexibility in determining the specifics of health care planning.

APPLICABILITY

Depending on the type of programs and services the camp offers throughout the year, camps may need to address the requirements of standards for several types of camp operational modes in the Health and Wellness section. When a camp seeking accreditation provides day camp, resident camp, short-term resident camp, trip/travel camp, or leases to user groups at any time during the year, the applicable Health and Wellness standards must be scored.

The majority of the Health and Wellness standards are applicable only to day, resident, and trip/travel programs. The health needs of short-term residential programs, family camp programs, and rentals to user groups are addressed in standards *HW-21 through HW-23.

Definitions

Camper: In these standards, generally refers to children and youth, and adults needing cognitive assistance and does not include adults or children of families with the parent on site.

Family camp: Sessions operated and staffed by the camp for parents and children as family groups. Sessions may be long or short. Parents and guardians are on site and have frequent contact with and can make decisions on behalf of their children. Sessions may vary in length and could be part of a user group's program.

Health care: A general term that includes first aid, medication management, provision of prescribed medical treatment and health practices as described in the health care policy and procedures (standard HW-3). It is more than mere treatment. Camp health care includes prevention and wellness practices.

Health care administrator: Refers to the person who coordinates all health care functions and develops the health care plan. This person

Icon Legend

	Day Camp
	Resident Camp
	Short Term Residential
	Rental/User Group
	Written Documentation Required

generally sees that persons delivering first aid or health care in camp have been appropriately trained, makes arrangements with external providers (e.g., physician, dentist, psychiatrist, clinic), and specifies how communication about health issues will occur. In some small camps, this may be the camp director. More commonly, this role is part of the camp nurse or physician's job description. If a camp has a different nurse or health care provider each week, another staff member may fulfill the role of administrator, to provide continuity to the camp's health care delivery system.

Health care provider: Refers to persons with day-to-day responsibility to implement the camp's health care plan. This includes providing individual health care, maintaining health records, administering medications, and collaborating with external health care providers. This may be the same person as the administrator, or it may be someone different. Some camps may have multiple health care providers, for short segments of time, throughout the operating season (e.g., four nurses that each come for two-week periods of service).

Medical care: Refers to directives from a physician pertaining to the treatment of a given person's injury, illness, or health concern. In some states, physician's assistants and nurse practitioners may also be qualified to give medical care, under circumstances defined by state law. Medical care commonly includes administration of prescribed medication and practices which support recovery and/or maintenance of a person's health.

Nonmedical religious camp: Refers to a camp who primarily serves persons who depend on spiritual means, through prayer, for prevention and healing of disease, in accordance with their religious beliefs. Because of this reliance upon faith rather than traditional medical intervention, participants object to physical examination, immunization, or medical treatment. The Christian Science Church is an example of such a religious group.

Seasonal staff: May be paid employees or volunteers. Generally, seasonal staff are those who work for a defined period of time and rely on the camp health care system as their first treatment in case of illness or injury. These standards do NOT apply to staff who live in the local area and have established their own health care options, even if those staff contribute to a seasonal program.

Special medical needs: Includes conditions which require special medications, practices, or treatments prescribed by a physician to maintain the individual's capability to participate in the camp program. Examples include chronic conditions such as epilepsy or insulin-dependent diabetes, illness such as cancer or AIDS, or physically disabling conditions such as spina bifida.

CAMPS WITH DAY AND RESIDENT (INCLUDING TRIP/TRAVEL) SESSIONS

All camps who offer day camp, resident camp, or trip or travel sessions must score standards *HW-1 through HW-20. Several designated standards are not scored for nonmedical religious campers or camps.

If camp NEVER provides day, resident, or trip or travel camp sessions, DNA *HW-1 through HW-20 and proceed to standard HW-21.

*HW-1 First Aid and Emergency Care Personnel

DNA allowed for each part if camp types or locations specified are never applicable.

MANDATORY

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When campers are present in camp or on camp trips, does the camp require trained adults with the following minimum qualifications to be on duty at all times:

***A. When access to the emergency medical system (EMS) is 20 minutes or less, certification by a nationally-recognized provider of training in first aid and CPR?** YES NO

***B. When access to EMS is 20-60 minutes, certification by a nationally-recognized provider of training in second level first aid and CPR?** YES NO

***C. When access to emergency rescue systems or EMS is more than one hour, certification from a nationally-recognized provider of training in wilderness first aid and CPR?** YES NO

***D. For nonmedical religious camps, an individual meeting qualifications specified in writing by the religious sponsor?** YES NO

Interpretation: "On duty at all times" means that the appropriately certified or licensed person is available in camp or on the trip, and staff or campers know how to contact them. Generally, camps need more than one person qualified under the minimums of this standard so there is coverage for days off, time off, or duties away from the central part of camp.

"Access to the emergency medical system (EMS)" means how long it would take before a person could receive a higher level of medical assistance. For example, camps in urban areas or field trips in urban areas are usually able to have an ambulance on site or get someone to a hospital or clinic within minutes. However, camps in remote areas or trips taken to wilderness areas will require much more time to get to or have emergency services reach them. All day camps and resident camps (including trip/travel programs) must meet the applicable certification levels for all their programs. When a camp offers trips (both

short and long) off site, higher levels of certification may be required, depending on the trips and anticipated access to emergency services. Camps should consider personnel requirements on all out-of-camp trips in relation to the distance requirements of this standard.

In Parts A, B, and C, the standard specifies a minimum requirement of first aid certification. Persons with a higher level of training, such as a licensed physician, registered nurse, emergency medical technician, paramedic, or higher level wilderness emergency care may also be used. Camps should evaluate their location, clientele and activities, and provide person(s) with a higher level of training to provide emergency first aid coverage, if appropriate. CPR certification must be appropriate for the age of the campers served.

See Appendix W (page 247) for information on certifying bodies.

In Part B, "second level" courses would include a minimum of 12 hours of first aid training and would cover topics necessary to provide emergency care in a camp where access to the next level of care is available within one hour or less.

In Part C, "wilderness first aid" courses generally provide at least 16-20 hours of training. Camps may determine that a higher level of wilderness first aid training is more appropriate for their trips or remote locations.

In nonmedical religious camps, there must be a person on duty who is designated to handle health and incident/accident situations who meets the qualifications specified in writing by the religious body.

Compliance Demonstration: Visitor observation of certification cards and licenses; director/staff explanation of coverage.

*HW-2 Health History

MANDATORY

MODE	NOTES
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See applicability box (page 53)

For each camper and seasonal staff member, does the camp have a current health history that asks for:

1. **Description of any current health conditions requiring medication, treatment, or special restrictions or considerations while at camp,**

And, except for nonmedical religious camps,

2. **Record of past medical treatment,**
3. **Record of immunizations and date of last tetanus shot, and**
4. **Record of allergies?** YES NO

Interpretation: A "health history" is an annually updated record of one's past and present health status that is completed and signed by an individual adult or the parent or guardian of a minor. The required signature serves as evidence that the individual or the parent /guardian has supplied the information and that, to the best of his or her knowledge, it is up to date and accurate. See Appendix B (page 199) for more on health histories.

"Current" means prepared for the camp season. The more recent the information, the better able the camp will be to provide for camper needs. The camp should provide a system to gather information from

parents, preferably during the screening process, on any changes in health status or medication since the time the form was completed, particularly if forms are gathered as part of the earlier registration process.

Health history information is critical for all persons for whom the camp has responsibility and who rely on the camp health care system as their first treatment in case of illness or injury. This includes campers and seasonal staff members, and any other staff members who do not have their own established health care options in the local area.

Compliance Demonstration: Visitor observation of randomly selected camper and staff health histories.

HW-3 Health Care Policies/Procedures

Are written health care policies and procedures for each type of camp operation reviewed annually and do they include, at least:

MODE NOTES

See applicability box (page 53).

A. Overall policies specifying:

1. **Scope and limits of camp health care services provided, including qualifications and locations of personnel,**
2. **Authority and responsibilities of the camp health care administrator and provider,**
3. **Authority and responsibilities of other camp staff to provide health and emergency care, and**
4. **Additional external medical and mental health resources available?** YES NO

B. Procedures and practices, as appropriate, for:

1. **On-site and off-site health care,**
2. **Provision of equipment and supplies for health care,**
3. **Obtaining emergency health care assistance,**
4. **Health screening,**
5. **Medication management,**
6. **Monitoring sanitation in camp, and**
7. **Seasonal and long-term recordkeeping?** YES NO

Interpretation: See Appendix C (page 201) for considerations on health care planning. "Each type of camp operation" refers to day camp, resident camp, and trip and travel programs. Concerns for short-term residential programs, family camp, and rentals to user groups are addressed in standard HW-22, but may also be included here. The "annual review" should include the camp administration and the camp's health care administrator and staff.

"Scope and limits" refers to the specific health care services provided to individuals and groups served by the camp such as summer youth camp and trips. The policies should define what is and what is not provided in terms of services and personnel (including personnel qualifications). Camps also need to evaluate where (on and off site) they

may need first aid or health certified persons, based on characteristics of participants, location of the activity, type of activity, etc.

The "authority and responsibility of the health care administrator and provider" should define whether or not the two functions are held by the same person. Camps with separate administrative and provider functions need to define the responsibilities of each position. Job description(s) may be used to meet this requirement. (See definitions of the provider and the administrator at the beginning of this section.)

Standard HW-12 identifies training requirements for other camp staff related to health care.

Written materials should identify names, locations, and phone numbers of additional medical and mental health resources with whom arrangements have been made to serve the camp. Such arrangements need not be confirmed in writing to meet the standard. Prior arrangements with such additional help is in the best interest of the camp and its population. When campers from a nonmedical religious tradition are part of the population, the camp's materials should include appropriate contacts for health problems of those nonmedical religious campers. Materials gathered to meet this standard can be used as part of the review process in standard OM-5 (page 75).

"Mental health resources" may include crisis team support, providing an opportunity for emotional support and debriefing as needed following critical incidents. This may also include phychologists, psychiatrists, clergy, hotline numbers, and so forth.

"Equipment and supplies" identifies any medical and emergency equipment including first aid kits that will be maintained on site. This will vary based on the camp's clientele, staffing pattern for health care, and distance to additional medical resources. Camps may want to consider having first aid kits available at locations where a person certified in first aid is required.

In Part B-3 of this standard, procedures should be identified for how people, on or off the site, can "obtain emergency health care assistance," including while in remote areas on the camp property and locations used for overnights or day trips. Staff need to be trained in these procedures. This standard establishes part of the procedures for the camp's emergency communication plan (standard OM-17, page 81).

"Medication management" procedures should identify camp policy on and persons involved in the collection, storage, and administration of medications in camp; procedures for medication recordkeeping; policy on permission by parents to administer specific over-the-counter drugs or products; and procedures to follow if prescription medications arrive at camp without a doctor's order for administration.

"Sanitation" refers to cleanliness, hygiene, and health practices throughout the camp including camper and staff living areas, program and cookout sites, the dining hall and kitchen, and garbage and waste disposal areas.

"Recordkeeping procedures" should identify how long health care records are to be kept (standard HW-19), where they will be retained, who is responsible for their maintenance, and whether they will be kept in hard copy, on microfilm, or on some other electronic medium. This includes procedures for recordkeeping on site (i.e., who makes entries in health log, how outbased health logs are incorporated into

the main log, and how to cross-reference with health information going out on long and short trips).

Compliance Demonstration: Visitor observation of written policies and procedures.

HW-4 Policy/Procedure Review

Have the camp health care policies and procedures been reviewed within the last three years by a licensed physician or registered nurse, or, if a nonmedical religious camp, by a person with health care training approved in writing by the sponsoring program? YES NO

MODE NOTES

See applicability box (page 53).

Interpretation: The review of the camp's policies and procedures may focus on addressing camp health concerns that have arisen since the last review, updating recommended procedures, or revising the materials based on recommendations of current personnel. In situations where the camp's type of operation, clientele, or level of health care staffing has changed considerably, immediate review of the plan is recommended.

Information gathered for this standard can be used as part of the review process in standard OM-5 (page 75).

Compliance Demonstration: Director/staff description of review process.

HW-5 Contact Information

Is the following written information, for campers and seasonal staff, on site or with the trip and travel group:

1. **Name,**
2. **Birth date and age of each minor,**
3. **Home address and telephone number,**
4. **Name, address, and telephone number including business phone(s) of adult(s) responsible for each minor,**
5. **Telephone number(s) of persons to contact in case of emergency during the individual's stay at camp, and**
6. **Name and telephone number of individual's physician or health care facility (if available)?** YES NO

MODE NOTES

See applicability box (page 53).

Interpretation: The intent is to have appropriate information immediately available in case of an emergency. "If available" in Part 6 means that if the individual has a regular family physician or clinic, the information should be requested.

Compliance Demonstration: Visitor observation of randomly selected camper and staff records.

HW-6 Health Exam

DNA to day camps and nonmedical religious camps.

MODE NOTES

See applicability box (page 53).

For each resident and trip/travel camper and seasonal staff member, does the camp require written verification from licensed medical personnel that the individual has had a health examination within the past 24 months, and does the record include:

1. **Any physical condition requiring restriction(s) on participation in the camp program and a description of that restriction,**
2. **Date of the health examination,**
3. **Any current or on-going treatment or medications, and**
4. **Date the form was signed?** YES NO

Interpretation: "Licensed medical personnel" includes licensed physicians, and, in some states, physician's assistants and certified or certification-eligible nurse practitioners licensed by the state in which the camp is located to conduct health examinations.

The written verification required to meet this standard does not need to come from a new health exam, specifically for camp. A form with the listed information and physician's recommendation for participation in camp, based on an exam completed within the past 24 months, may be used. See Appendix B (page 199) for more on health examination records.

When exemption from a physical examination is requested for religious reasons by individual campers or staff, the camp should request a signed statement attesting that there is no physical impairment which interferes with camp activity and that the individual is also free from communicable or contagious disease. The statement should release the camp from responsibility for any impairment of health resulting because of this exemption. See Appendix D (page 203) for some considerations on waiver forms.

Compliance Demonstration: Visitor observation of randomly selected camper and staff health exam records.

HW-7 Permission to Treat

MODE NOTES

See applicability box (page 53).

For minors, and adults needing cognitive assistance, does the camp have signed permission to provide routine health care, administer prescribed medications, and seek emergency medical treatment, or if a nonmedical religious camper, a signed religious waiver? YES NO

Interpretation: "Routine health care" may include, but is not limited to, those treatment procedures addressed in standard HW-11.

Some states require parental permission for care-givers to administer over-the-counter medications such as analgesics, cough syrup, and topical ointments. See Appendix D (page 203) for additional considerations on permission forms.

If parents or guardians refuse to sign a permission-to-treat form, the camp should have written documentation of the refusal to be in compliance with this standard.

Compliance Demonstration: Visitor observation of randomly selected records.

HW-8 Health Information Review and Screening

MODE NOTES

See applicability box (page 53).

Does the camp implement a health information review and screening procedure for campers and seasonal staff within 24 hours of first arrival at camp that:

A. Requires staff member(s)to:

1. Review health histories,

2. Collect any medications to be administered during the camper's enrollment,

and, for resident camps,

3. Check for observable evidence of illness, injury, or communicable disease, and

4. Verify and update health information? YES NO

DNA to day camps primarily serving campers without special medical needs.

B. Is conducted by persons with the following qualifications:

1. For resident and trip or travel camps not otherwise specified below — licensed physician, registered nurse, or adult following specific written instructions of a licensed physician, or

2. For camps primarily serving persons with special medical needs — licensed physician, registered nurse, or a graduate nurse or licensed practical nurse under the immediate supervision of a licensed physician or registered nurse? YES NO

Interpretation: For campers, screening may be conducted at bus pick-up points or group departure points just prior to leaving for camp, or by group counselors who have been trained to conduct screening on the campers' first day of camp. Particular attention should be paid to allergies and diet restrictions.

In Part A, number 4, the review and update of the health history is intended to verify allergies and restrictions on activities and to ask about changes in health or medication since the history was completed.

In addition, the screening process is to collect and review medications, ask about exposure to communicable diseases, and check for observable evidence of illness, injury or disease. Although not required by the standard, written documentation of screening is recommended.

Additional health review and screening considerations for trip and travel camps are found in standard PT-9 (page 172).

Compliance Demonstration: Director/staff explanation of review and screening process; visitor observation of licence(s) and/or written instructions.

HW-9 Inform Staff of Special Needs

MODE NOTES

See applicability box (page 53)

Are procedures in practice for informing staff of any specific needs of campers for whom they are responsible? YES NO

Interpretation: The intent is that all appropriate staff be informed of medical, physical, or other needs or restrictions of campers under their supervision, whether in the cabin or in program activities.

This may include information on diet, allergies, medication, rest requirements, and activity restrictions; recognition and care of potential medical problems such as choking, seizures, and hypoglycemia; care and handling of campers with wheelchairs, prosthetic and orthopedic devices; and any other specialized needs or limitations of individual campers.

Compliance Demonstration: Director/staff explanation of procedures and their implementation.

HW-10 Health Care Personnel

MODE NOTES

See applicability box (page 53)

DNA allowed for each part if camp types specified are never applicable.

Does the camp have a health care provider on site who is qualified as follows:

A. **For day camps not otherwise specified below:**
Is a licensed physician or registered nurse, or has access by phone to a licensed physician or registered nurse with whom prior arrangements have been made in writing to provide consultation and other health care support to the camp? YES NO

B. **For resident camps not otherwise specified below:**
Is a licensed physician or registered nurse, or is in consultation with a licensed physician or registered nurse who is on the camp site daily? YES NO

C. **For camp sessions that primarily serve persons with special medical needs:**
Is a licensed physician or registered nurse? YES NO

D. **For nonmedical religious camps:**
Is an individual meeting qualifications specified in writing by the religious program? YES NO

Interpretation: In Part A, "access by phone" should be to a specific doctor, nurse, or clinic who is familiar with the camp's health care needs. Access to a 911 emergency phone system does not qualify as access to specific medical personnel who are providing on-going consultation to oversee camp health.

In Part B, the "daily consultation" should include checking current health concerns or recent treatments and reviewing the medical log and incident/accident reports. "On the camp site daily" means there is time each day when a person so licensed is on the property to consult with the health care staff. The intent is that there is review of camp health practices and concerns by someone with professional medical training who can provide advice and input on current health and wellness concerns in camp.

Nurses and doctors are qualified to meet this standard only if they are permanently or temporarily licensed or recognized by the state in which the camp is located. As a general rule, medical staff trained abroad are not permitted to fulfill the functions of a doctor or nurse until they have completed state board examinations and are licensed in the state.

For camps primarily serving persons with special medical needs, provision must be made for similarly qualified substitutes when the physician or RN must be away from camp for more than 12 hours in a resident camp or more than one day in a day camp. When the camp is without a physician or RN for periods less than 12 hours, a licensed practical nurse or a graduate nurse may be used.

In nonmedical religious camps, there must be a person on duty who is designated to handle health and incident/accident situations who meets the qualifications specified in writing by the religious body.

Compliance Demonstration: Director/staff description of process in place to assure coverage; visitor observation of licenses and certification cards.

HW-11 Treatment Procedures

DNA if a nonmedical religious camp or if all health care for all programs is provided by licensed physicians.

MODE NOTES

Does the camp utilize treatment procedures for dealing with reasonably anticipated illnesses and injuries that are:

1. **Established in writing, and**
2. **Annually reviewed by a licensed physician?** YES NO

See applicability box (page 53)

Interpretation: "Treatment procedures" include commonly accepted treatments, appropriate to the health care provider's credentials, for minor illnesses or injuries and general first aid guidelines. Also includes identification of points at which professional medical treatment or advice should be sought.

"Standing orders," a term used by some camps for their treatment procedures, is a term used in the medical community for specific orders for a specific client, written by a physician to be administered by other licensed medical personnel. Therefore, for the purposes of these standards, "treatment procedures" has been chosen as a more appropriate term.

Procedures for care and treatment should be appropriate for the personnel providing health care in the camp (e.g., nurse, EMT, first aider) and should be specific to reasonably anticipated camp injuries and

illnesses. Procedures should be developed, revised, or reviewed by a licensed physician. Since accepted practices and medications change frequently, these procedures and protocols should be reviewed annually to determine acceptability with current medical practice. The camp's health care provider should be present to review the procedures with the camp's physician when possible.

More information on treatment procedures can be found in Appendix F (page 211).

Compliance Demonstration: Visitor observation of written treatment procedures with date and identification of reviewer noted (actual signature of physician may be helpful to the camp but is not required by this standard).

HW-12 Staff Training

MODE NOTES

See applicability box (page 53).

Are camp staff trained in the camp's written procedures to:

1. **Identify their role and responsibilities in camp health care,**
2. **Prepare them to use health care supplies and equipment with which they may be furnished,**
3. **Identify those situations which should be attended to only by certified health personnel, and**
4. **Use established sanitary procedures when dealing with infectious waste or body fluids?** YES NO

Interpretation: The intent of this standard is that all staff provided by the camp receive training from the camp concerning their role in the identified circumstances. Staff require training to identify the limits and expectations of their participation in the delivery of health care, including first aid, in camp.

Preventative roles may include watching for and planning to avoid illness, fatigue, dehydration, sunburn, ticks, etc. First aid training should equip the staff to deal with reasonably anticipated health care concerns based on the clientele, location, and activities. This could range from simple first aid procedures to handling choking and seizures. Staff may also require training in care for orthodontic, orthopedic, and prosthetic devices; persons in wheelchairs; and/or persons with bedwetting or homesickness problems.

"Infectious waste" includes such things as syringes, needles, or dressings wet with body fluids or blood. The use of barriers (CPR barrier masks, or gloves), hand washing, sanitizing procedures, and appropriate waste disposal must be considered when developing procedures in this area. Camps with staff or campers requiring injections will need sharps containers for needle disposal. Bio-hazard bags ("red bags") are required by OSHA for dressings or materials used to soak up blood or other infectious waste. State departments of health or local health clinics can give guidance on appropriate handling and disposal procedures.

Universal precautions as established by the Occupational Safety and Health Association (OSHA) are applicable to all camps. Check ACA resources for more information.

While standard HW-3 relates to health care policies and authority, this standard relates to training.

Compliance Demonstration: Visitor observation of written procedures; director/staff description of training received.

HW-13 Away from Main Camp

DNA if there are never hikes, trips, or activity locations where the camp health provider is not immediately available.

MODE NOTES

See applicability box (page 53).

For overnights, out-of-camp trips, or activity locations or situations where the camp health provider is not present or nearby, does the camp require that a staff member be immediately available who has been oriented to:

1. **Provide for routine health care needs of the participants, and**
2. **Handle life-threatening medical emergencies related to the health conditions of the participants and the environmental hazards associated with the area?** YES NO

Interpretation: This standard applies to overnights, out-of-camp trips, or activity locations some distance from help in case of an emergency, as well as to times when the camp health provider is on a day off or out of camp. The concern of this standard is for anticipated health needs of a designated group of participants, in addition to the first aid coverage required in other standards.

Orientation for staff members may include instructions concerning medications for group participants, any restrictions for group members, and general health instructions particular to the activity (e.g., sunburn precautions, dehydration, altitude sickness, hypothermia, etc.).

"Life threatening medical emergencies" refers to reasonably expected potential emergencies related to known health conditions of the participants of this particular activity. If a child has epilepsy, for instance, a staff member should be trained in how to handle seizures. Or if a child is known to be allergic to bee stings, a staff member should be specifically oriented to deal with that need.

Compliance Demonstration: Director/staff description of the policy's implementation.

MODE NOTES

See applicability box (page 53).

HW-14 Special Medical Needs

DNA if camp never provides sessions that primarily serve persons with special medical needs.

To meet the special medical needs of participants, are the following available:

A. **Sufficient medical staff to meet the needs of participants equivalent to minimums established in Appendix G (page 213); or as approved in writing by a licensed physician?** YES NO

B. **A system for evaluating the camp's ability to meet participants' special medical needs prior to enrollment?** YES NO

C. **Information about the camp's philosophy and health management practices that is shared with parents and participants prior to enrollment so they can identify the camp's approach to medical concerns?** YES NO

Interpretation: "Special medical needs" include conditions which require special medical or health attention or care while the participant is in camp including chronic conditions such as epilepsy or insulin-dependent diabetes, illnesses such as cancer, or physically-disabling conditions such as spina bifida, etc. If a camp serves specific special needs populations not listed in Appendix G (page 213), ratios of medical staff must meet minimums approved by a licensed physician familiar with such groups.

Compliance Demonstration: Director/staff description of medical staff, systems, and practices in place.

MODE NOTES

See applicability box (page 53).

HW-15 Health Care Center

DNA to camps with no base site.

Does the camp have a health care shelter or center available to handle first aid and emergency cases which provides:

1. **Protection from the elements,**
2. **Space for treatment of injury and illness,**
3. **A lockable medication storage system,**
4. **Available toilet(s),**
5. **Available water for drinking and cleaning?**

And, except for day camps,

6. **One bed per 50 campers and staff, and**
7. **Isolation, quiet, and privacy?** YES NO

Interpretation: "Available" toilets and water means they should be located in or next to the health care area so that ill or injured persons

have easy access. Sufficient amounts of water for drinking and cleansing should be on hand.

It is most desirable to have drugs locked in a cabinet at all times, particularly if narcotics are involved. However, in cases where there is full-time medical staff and the health care facility or first aid area is in a permanent building, it is acceptable to have the entire building or room where medication is kept locked when not under direct supervision of the health care staff. Those drugs needing refrigeration may be stored in a locked refrigerator, or in a locked container within the refrigerator. While health care facility concerns cannot be specified for camps operating without a base site, these programs should still provide a lockable storage system for medications.

Compliance Demonstration: Visitor observation of the facility in use.

HW-16 Supervision in Health Care Center

DNA to camps with no base site.

Does the camp implement a procedure that requires continual supervision of persons in the health care center? YES NO

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See applicability box (page 53).

Interpretation: "Continual supervision" means that at least one staff member is always present when campers or staff are in the health care facility for health or medical reasons. It may be the health care provider or a staff member who is following the directions of the provider.

Compliance Demonstration: Staff description of procedures in place.

HW-17 Parent Notification

Is the camp implementing a policy, made known to parents and guardians in writing, that identifies the situations when parents will be notified of an illness or injury to their camper? YES NO

MODE	NOTES
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See applicability box (page 53).

Interpretation: Parents or guardians must have a clear understanding of the camp's policies for notifying them of illness or injury to campers. In addition, camps are encouraged to keep a "communications log" to document contact with parents.

Compliance Demonstration: Visitor observation of written evidence of notification policy.

HW-18 Medication Management

MODE NOTES

See applicability box (page 53).

DNA if no drugs are kept in camp or carried on trips. DNA to insulin if the camp primarily serves campers with diabetes and the written camp philosophy of diabetes management requires self-administration of insulin.

To prevent the unauthorized use of drugs, does the camp require all drugs to be stored under lock (including those needing refrigeration), except when in the controlled possession of the person responsible for administering them, and:

1. **For prescription drugs — dispensed only under the specific directions of a licensed physician, and**
2. **For nonprescription drugs — dispensed only under the camp's written health care procedures (see standard HW-3), or under the signed instruction of the parent or guardian or the individual's physician?** YES NO

Interpretation: The intent of this standard is that all medications be stored under the control of the camp health provider or trip staff. Exceptions would be for a limited amount of medication for life-threatening conditions carried by a camper or staff person (e.g., bee sting medication, inhaler) or limited medications approved for use in first aid kits.

"Drugs" include all prescription medications, as well as all over-the-counter drugs which are potentially hazardous if misused (e.g., Tylenol, cold tablets, etc.). "Controlled possession" means under the immediate and direct supervision or control of the person taking it or of a staff member, to prevent access by unauthorized persons. "Specific directions of a licensed physician" includes directions on an original prescription bottle, a note on the signed health examination record, or something in writing from a licensed physician.

Drugs should be locked in a cabinet or storage box at all times, particularly if narcotics are involved. However, in cases where there is full-time medical staff and the health care facility or first aid area is in a permanent building, it is acceptable to have the entire building or room where medication is kept locked when not under direct supervision of the health care staff. Those drugs needing refrigeration may be stored in a locked refrigerator, or in a locked container within the refrigerator.

When staff reside in quarters where camper access is restricted or prohibited, it is suggested that any medications in that area be locked, though it is not required by this standard. The camp health provider should be aware of all medications in the possession of persons on the camp property, whether or not they are kept in the health care facility.

The DNA to insulin applies only to camps primarily serving campers with diabetes (i.e., more than 50% of enrolled campers are diabetic) where the camp's educational philosophy of diabetes management specifies that camper control of insulin is part of the training program.

Compliance Demonstration: Visitor observation of drug storage; director/staff description of the procedures in use.

HW-19 Recordkeeping

Does the camp generate the following records:

MODE NOTES

See applicability box (page 53).

A. A health log or other health recordkeeping system in which the following information is recorded in ink:

1. **Date, time, and name of person injured or ill,**
2. **General description of injury or illness,**
3. **Description of treatment (if administered), including any treatment administered away from the health care facility,**
4. **Administration of all medications, and**
5. **Initials of person evaluating and treating?** YES NO

B. Reports of all incidents resulting in injury requiring professional medical treatment? YES NO

Interpretation: A bound book with preprinted page numbers and lined pages is frequently used to meet Part A of this standard because of its acceptability in a court of law. Such a system is particularly helpful when multiple people keep health records, or they are kept by persons without extensive medical training. Any system used should be reviewed by medical and legal counsel. Camps should keep separate records for campers and staff to meet OSHA regulations. Computerized records are acceptable under this standard only when there is a method of ascertaining when records have been altered.

Camps need a system to be sure that any logs kept away from the camp's main health center (e.g., on trips or at remote locations) are added to or included in the main log or recordkeeping system. The administration of drugs on a daily, routine schedule to a number of campers may be recorded in one entry at the end of the session by appending daily medication records to the log or charts.

"Professional medical treatment" includes all medical attention by or consultation with a licensed physician following an injury or incident. Staff are required to complete reports in standard OM-15 (page 80). Check ACA resources for more information.

Compliance Demonstration: Visitor observation of logs and reports; director/staff description of recordkeeping process.

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HW-20 Record Maintenance

MODE NOTES

See applicability box (page 53).

Does the camp maintain, at least for the period of statutory limits, all health forms and records gathered or produced during the camp season? YES NO

Interpretation: Includes, as applicable, health histories, health exam forms, permission-to-treat forms, health logs, medication logs, and incident reports. Camps may also want to consider including each year's health policies, treatment procedures and protocols, along with information on health care providers and insurance providers.

While state laws vary, minors usually have up to two years after they reach the age of majority to instigate litigation on their own behalf. Staff records of persons who have had exposure to bloodborne pathogens are required by OSHA to be maintained for the period of employment plus 30 years. Other staff health records are to be maintained for 20 years according to OSHA.

Compliance Demonstration: Director/staff description of recordkeeping process.

SHORT-TERM RESIDENTIAL, FAMILY PROGRAMS, AND RENTAL TO USER GROUPS

DNA *HW-21 through HW-23 if camps DO NOT operate short-term residential programs, family camps, or provide facilities to user groups.

*HW-21 Emergency Care Personnel

MANDATORY

MODE NOTES

Does the camp provide, or advise user group leaders in writing to provide, adults with the following qualifications to be on duty for emergency care:

1. **CPR certification from a nationally-recognized provider,**

and, for youth groups,

2. **First aid certification from a nationally-recognized provider?** YES NO

Interpretation: For the purposes of the standards, a youth group is one with children under age 18 who are unaccompanied by a parent or guardian.

See Appendix W (page 247) for information on certifying bodies.

Compliance Demonstration: Visitor observation of written information or contract language for user groups and/or camp staff certification cards.

HW-22 Health Care Planning

Does the camp have written evidence that the administration has analyzed potential emergency care and first aid needs for short term residential programs, families, and user groups, and has identified:

1. **Who is responsible for first aid and emergency care (user groups or camp staff),**
2. **Who is responsible for emergency transportation (user groups, camp, or community services),**
3. **Availability and storage of any first aid supplies or equipment, and**
4. **Training and information to be provided to staff, families, and user groups concerning emergency procedures and reporting requirements?** YES NO

MODE NOTES

See applicability box (page 68).

Interpretation: The intent is for camps to analyze their operations and make conscious decisions about their role in first aid or emergency care for short-term programs, family groups, and other user groups, which may represent a range of concerns from cuts and scratches to massive trauma. In many cases, camps may determine that user groups should be responsible for their own first aid, including first aid supplies, and emergency transportation. Once those decisions are made, they must be communicated to user groups in the contract (see standard OM-21 page 84).

"Reporting requirements," in Part 4, indicates that the camp should make a deliberate decision about what reports it expects to receive from staff and user groups concerning accidents, incidents, injuries, and illnesses.

See Appendix C (page 201) for some considerations on health care planning.

Compliance Demonstration: Visitor observation of written information.

HW-23 Health Information

MODE	NOTES

See applicability box (page 68).

Does the camp gather, or advise user group leaders in writing to gather, the following information:

1. **Names and addresses of all participants,**
2. **Emergency contact names and numbers,**
3. **A listing of any persons with known allergies or health conditions requiring treatment, restriction, or other accommodation while on site,**
4. **For minors without a parent on site, signed permission to seek emergency treatment or a signed religious waiver?** YES NO

Interpretation: The intent of this standard is to have appropriate information immediately available in case of an emergency. Whoever is taking responsibility for providing emergency care, whether that is the rental group or the camp, should have immediate access to the information.

See the Appendix D (page 203) for information about permission-to-treat forms and about waivers for persons who refuse medical treatment on religious grounds.

Compliance Demonstration: Visitor observation of randomly selected forms or written instructions to user group leaders.

Operational Management

SECTION OM

The Operational Management standards include those basic administrative practices that relate to creating a positive, protective environment for campers, staff and user groups. The standards include policies and procedures related to emergencies, protection of participants, and other areas of risk management and strategic planning.

ACA camps range from complete day camp and multiple week resident camp programs to camps who provide only a few support services to user groups who lease their site. Therefore, administrative practices will vary widely depending on the need. These standards provide for the development of procedures in important areas such as risk management but do so without dictating the content of those procedures to each site or program.

Many of the policies and procedures required by these standards may be implemented directly by the camp staff or may be provided to a user group with a copy of their contract agreement, or both.

APPLICABILITY

ALL camps score the Operational Management Standards.

*OM-1 Firearms Control

DNA if no firearms or ammunition allowed.

Does the camp require that all firearms and ammunition be stored under lock? YES NO

MANDATORY

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Interpretation: This standard applies to firearms used in program activities as well as to firearms that are the personal property of staff or participants. All firearms should be locked when not in use and stored in locations separate from ammunition. Trigger locks are acceptable when used correctly.

This standard is not intended to be applied to homes or buildings that are on camp property and are used solely as private residences of staff, are designed for the exclusive use of the individual staff or families who live on site, or are not accessible to campers, user groups and staff. However, guns stored in the back of trucks that are accessible to campers and other persons on the property must be locked to meet the requirement of the standard.

See the Program standards (section PD, page 101) for information on target sports and access to nonfirearms.

Compliance Demonstration: Visitor observation of firearm and ammunition storage.

OM-2 Strategic Planning

MODE	NOTES

Does the camp have written strategic planning materials which assess current conditions and identify future needs in the following areas:

A. For all camps:

1. Programs and services,

2. Market and clientele, and

3. Financial development? YES NO

DNA B if camp does not own or control site.

B. Site and facility development and management:

1. Environmental protection and management policies,

2. Accessibility of facilities to persons with disabilities, and

3. Maintenance, replacement, and improvement of buildings, facilities, and landscape? YES NO

Interpretation: These strategic planning materials should have the camp's operating philosophy and mission at the core and may also be called "comprehensive" or "long-range" plans. The purpose is to provide direction and a basis upon which to make decisions. Periodic review of these materials by owners, board, and key administrative staff will be necessary to help the camp maintain its position in the industry.

"Market" refers to the populations the camp is reaching and wishes to reach with its programs and services. "Financial development" includes such things as policies for reserve allocation; capitalization; future needs for investing in facility maintenance, remodeling, or construction; percentage of income to be derived from various sources; accounting methods; finance sourcing (where future financing needs will come from); pricing policies; and so on.

"Accessibility of facilities" goes beyond the minimum accommodations provided in standard SF-12 (page 24) and requires assessing future needs. If the primary goals for property development have been achieved, the master site plan then focuses on long-term maintenance, replacement, and improvement of buildings, facilities, and landscape.

See the Appendix H (page 215) for more information on strategic planning.

Compliance Demonstration: Visitor observation of written planning materials.

OM-3 Evaluation

Does the camp have written evidence of an evaluation system in practice that provides feedback from participants, staff, and administration on:

1. **Health and safety concerns for all types of camp operations, and**
2. **Quality of programs provided by the camp?** YES NO

MODE NOTES

Interpretation: Participants include campers, parents, and user groups, as appropriate. Staff includes both year-round and seasonal staff. Administration includes directors, owners, boards and committees, as appropriate.

Feedback on program quality includes evaluation of levels of satisfaction, personal growth, benchmarks or other measures of outcomes established for camper development (see standard PD-6, page 106). See Appendix J (page 217) for more information on evaluation forms.

Compliance Demonstration: Visitor observation of written materials, forms, and reports; director explanation of evaluation system.

OM-4 Risk Management Planning

Has the camp completed the Risk Exposure Chart, or developed written materials for risk management planning that include:

A. **Identification and analysis of risk exposures to humans, financial resources, and property resources?** YES NO

B. **Risk control techniques currently being implemented to reduce, control, or prevent potential loss in identified exposure areas?** YES NO

MODE NOTES

Interpretation: While the requirements of the accreditation standards address many of the commonly identified risk management concerns in camp operations, camps need to evaluate their overall operations to identify areas that may be site specific or not addressed by individual standards. Camp administrators need to evaluate risk exposure in three major areas:

1. Human Liabilities
   - *Standard of care liabilities (Tort or third party liabilities — injury to persons caused by negligence)* — such as injuries related to health services, maintenance, vehicle operation, attractive nuisances, staff selection, staff and camper supervision, inappropriate actions by staff or campers, and other hazards related to the conduct of people;
   - *Loss of human resources* (participants, staff, and/or volunteers) — ramification of loss of a human resource on the operation such as loss of public credibility, loss of income, loss of campers or staff due to stress, injuries, illness, death, or other impairment;

2. Financial Liabilities

   - *Operational financial liabilities* — procedures for loss caused by inadequate financial controls concerning authority to purchase, payroll, vacation accrual, handling registration monies, meeting government tax and financial reporting requirements, inventory control, and so forth;
   - *Contract liabilities* — includes, as examples, lease or rental contracts, contracts for service, program activity contracts, employment agreements, insurance and other policies that may bind the camp; and

3. Property Resources

   - *Property, buildings, and equipment loss* — loss due to fire, collapse or other damage from natural disasters, breakdown of machinery or equipment, and other hazards related to facilities, property development, or the operation of equipment on the site, and so forth.

Risk management materials should analyze risk exposure in all areas and specify techniques currently being implemented to reduce, control, or prevent identified risks.

In Part B, "risk control techniques" includes identifying which methods listed below are being utilized and what specific techniques or steps are being taken as part of that method. There are four general methods to control risk:

1. Transfer — placing all or part of the risk exposure in the hands of another party such as an insurance company; or by contracting with another party to assume the risk exposure through contracts, waivers, or assumption of risk agreements.
2. Avoidance — eliminating a risk such as rerouting a road so it does not go through your camp, or not offering a specific activity.
3. Retention — retaining all or a portion of a risk and accepting the consequences of the loss. Generally, risks are only retained when the cost is minimal (e.g. replacing screens) or when it is too costly to transfer the total risk (e.g., insurance deductibles and ceilings).
4. Reduction — reducing the risk exposure by developing policies and procedures to keep the risk at an acceptable level. Reduction is usually used in combination with transfer and retention (e.g., reduce by training first aiders, but also by purchasing insurance.)

Camps may follow the outline and process provided in the Risk Exposure Chart in Appendix K (page 219), or may develop their own outline. In either case, the chart identifies many of the risk areas requiring consideration by camp operators.

Compliance Demonstration: Visitor observation of completed Risk Exposure Chart or other written materials that analyze risk exposure and specify techniques; visitor observation of implementation of stated techniques.

OM-5 Incident Analysis

Has the camp established a system that includes input from outside advisors to:

1. **Annually review and analyze when and where incidents, accidents, and injuries occurred,**
2. **Identify steps to reduce incidents, accidents, and injuries, and**
3. **Modify procedures and implement changes as necessary?**

YES NO

MODE	NOTES

Interpretation: The intent of this standard is that the camp have a system to regularly review all facets of the program and revise or develop appropriate policies, protocols, and risk management materials. The camp may use a safety committee, camp services committee, or other group with a representative mix of expertise in the camp's programs and clientele to analyze the operation or the camp may consult with other outside advisors such as consultants, parents, health care personnel, insurance personnel, or other camp administrators. Annual fire and electrical safety exams (standards SF-4, page 20 and SF-7, page 22), ropes course inspections (standard PC-11, page 151), and health procedures review (standard HW-4, page 57) may be part of this process.

Camps exclusively serving user groups may collect data from evaluation forms.

Modifications or changes in any procedures must then be communicated to appropriate personnel and included in staff training.

Compliance Demonstration: Director/staff explanation of process for review, analysis, and change.

OM-6 Assessment of Standards Compliance

Does the camp use a system to verify, at least annually, that accreditation standards are being followed in applicable aspects of the camp's operation?

YES NO

MODE	NOTES

Interpretation: Continual compliance with applicable standards is expected within the accreditation system and is stated in the annual *Statement of Compliance* , signed by a camp representative. An effective system might involve assigning an individual or group who would be responsible to verify that the requirements of the standards are being met. Ideally, this individual or group would review camp operations including the results of safety evaluations, and make recommendations on how to better implement standards in various areas or programs.

See Appendix L (page 225) for a sample Statement of Compliance form.

Compliance Demonstration: Director description of system and personnel used to verify compliance.

MODE NOTES

OM-7 Intruders

Does the camp have written procedures that address possible intrusion of unauthorized persons onto the camp site that include:

1. **Periodic review of security concerns of the site, and**
2. **Training for staff, and campers when appropriate, about steps to take in such instances?** YES NO

Interpretation: If the camp is operating on a public or nonowned site, "camp site" refers to the living and/or program areas being used by the camp groups(s).

Precautionary procedures for user groups should be established and included in the group orientation (standards OM-10 and OM-21).

Compliance Demonstration: Visitor observation of written procedures.

MODE NOTES

OM-8 Safety Regulations

Has the camp established written safety regulations to address general safety concerns in camp? YES NO

Interpretation: Safety regulations would include those site-specific rules that apply in living areas, on the camp property, and at off-site locations. Included would be topics such as appropriate footwear, running in camp, precautions concerning the presence of venomous snakes or poison ivy, appropriate behavior toward other campers and staff, and so on. Safety regulations for specific activities and transportation are addressed in those sections of the standards.

Applicable safety regulations for user groups should be established and included in the group orientation (standards OM-10 and OM-21).

Compliance Demonstration: Visitor observation of written safety regulations.

OM-9 Emergency Procedures

Are written emergency procedures established to respond appropriately to reasonably foreseeable emergencies and natural disasters? YES NO

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Interpretation: Emergency procedures should be specific to the site, staffing, type of camp operation, and clientele. Procedures would normally include what to do in case of storm, earthquake, fire, or power outage, as well as site or building evacuation procedures. The complexity of procedures will vary based on camp location, type of operation, staff responsibility for supervision of individuals, and availability and responsibility of staff when user groups are present.

Planning for communication in emergencies can be found in standard OM-17.

Compliance Demonstration: Visitor observation of written materials.

OM-10 Safety Orientation

Does the camp require that campers, staff, and user groups or group leaders be oriented to established safety regulations and emergency procedures? YES NO

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Interpretation: Campers may be oriented by staff and posted regulations; staff orientation to regulations and emergency procedures may be a part of staff training and orientation.

Information may be given to user group leaders in writing, posted in appropriate locations, or provided verbally to groups. Camps may want to include phone numbers and locations of emergency medical treatment services including ambulance (if available), and the nearest doctor or hospital.

Compliance Demonstration: Director description of orientation processes.

Icon Legend

☼	Day Camp
⛺	Resident Camp
🏨	Short Term Residential
🏠	Rental/User Group
	Written Documentation Required

OM-11 Insurance Coverage

MODE	NOTES

Does the camp have written evidence that the following insurance coverage is in place:

A. General liability coverage? YES NO

DNA B if camp does not own buildings.

B. Fire and extended risk coverage on buildings? YES NO

DNA C if vehicles are not used in camp operation.

C. Motor vehicle insurance (as applicable):

1. **Coverage on all owned, hired, or leased vehicles, and/or**
2. **Employer's nonownership liability insurance on all nonowned vehicles?** YES NO

D. Workers' compensation for all eligible staff? YES NO

DNA E only if camp never provides day, resident, or short-term camp programs.

E. Coverage for campers (carried by the camp or written evidence that each camper has such coverage):

1. **For resident campers — health and accident coverage?**
2. **For day campers and short-term campers — accident coverage?** YES NO

Interpretation: Camps should check on exclusions in liability coverage to be sure all camp programs (e.g., tripping, horseback riding, aquatics, ropes course) are covered. When third party providers of activities or services are used, camps are advised to check on insurance coverage and requirements.

Coverage may include self-insurance verified by evidence of the allocation of particular assets to cover costs.

Camper coverage may be provided by camp, parents, agency, school, or individual. When the camp does not provide the coverage, written evidence of coverage must be provided (i.e., parent's signature along with the policy number).

While international staff may have insurance provided by the placement organization, administrators need to check contracts to be sure adequate coverage is provided. Workers' compensation is generally required for all employees, including international staff. Camps are advised to check state law for the applicability of workers' compensation to volunteers.

Camps are advised to evaluate motor vehicle insurance coverage needed both for vehicles leased for the entire season as well as those hired for a day trip. Vehicles leased for the season need coverage for liability as well as physical damage. Camps should also consider implications of use of staff cars for camp business and determine insurance coverage accordingly.

Check ACA resources for further information.

Compliance Demonstration: Visitor observation of policies, binders, or letters of confirmation from agent(s) showing current policies are in place, and evidence of individual coverage or self-insurance (if applicable).

OM-12 Personal Property Regulations

Are campers, staff, and user groups advised in writing of regulations for possession and use of:

1. **Alcohol and drugs,**
2. **Personal sports equipment,**
3. **Vehicles,**
4. **Animals, and**
5. **Weapons?** YES NO

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Interpretation: "Personal sports equipment" may include archery equipment, bats, hockey sticks, climbing gear, or other equipment that should be stored and handled safely for the protection of all people. "Animals" may include pets and animals brought for use in program, such as horses. Camps may require appropriate health and immunization records for any animals allowed in camp.

Camp regulations may also address the camp's search and seizure policies when possession of illegal substances or weapons is suspected. Professional Practices Item 17 (see page 183) specifies that policies should also address acceptability of other personally owned items (i.e., radios, cameras), expectations regarding their use and storage, and liability for loss or damage of such items.

Compliance Demonstration: Visitor observation of written regulations/policy; director description of process for sharing information with participants.

OM-13 Smoking Policies

Does the camp prohibit smoking or allow smoking only in designated areas that are away from children and nonsmokers? YES NO

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Interpretation: The standard requires that smoking be prohibited in camp or that smoking areas be designated away from children and nonsmokers. Camps providing programs to families may consider an exception for parents who choose to smoke while their own children are with them in the designated smoking area.

Compliance Demonstration: Director/staff explanation of policies and their implementation.

PROGRAMS PROVIDED BY CAMP

Score standards OM-14 through OM-19 for day camp, resident camp (including trip and travel programs), and other short-term resident programs provided by the camp.

Standards OM-14 through OM-19 do not apply to user groups.

OM-14 Staff Emergency Training

MODE NOTES

Does the camp have a program of training and rehearsal to prepare the staff to carry out their responsibilities in emergency situations? YES NO

Interpretation: Training and rehearsal will likely differ based on type of camp operation. For example, procedures for day and resident camp staff who supervise individual campers may be different from procedures for staff who assist with short-term programs. Training for or rehearsal by campers may be appropriate in some situations such as fire or storm drills.

Compliance Demonstration: Director/staff description of training and rehearsal for staff.

OM-15 Incident Reporting

MODE NOTES

Are staff required to complete written reports describing incidents and accidents? YES NO

Interpretation: Maintaining accident reports for injuries that require professional medical treatment is scored in standard HW-19 (page 67). The intent of this standard is to document circumstances, witnesses, and actions in serious situations that result in, or nearly result in, injury or danger to individuals. The camp director has the responsibility to determine the level of severity or seriousness of incidents that must be reported.

Examples include fires, natural disasters, danger from intruders or trespassers, crises arising out of camper, staff, or user group behavior (e.g., fighting, serious emotional outbursts, threatening others), or other situations posing serious safety threats.

This standard also includes potential serious injury from "near misses" and other emergencies that may not result in injuries requiring an accident report but are potentially harmful to campers or staff. Examples may include lost campers, near drownings, or the use of drugs or alcohol by staff or participants.

Compliance Demonstration: Visitor observation of reports; director/staff description of reporting procedures.

OM-16 Missing Person Procedure

Has the camp developed written search and rescue procedures for persons lost, missing, or runaway, and have staff been trained in their responsibilities to implement those procedures? YES NO

Interpretation: Procedures should include appropriate steps to contact camp authorities, local and state emergency resources, and parents or guardians. These procedures should specify responsibilities of staff in carrying out procedures with individual campers in day and resident camp and for assisting short-term program participants. For example, day and resident camp staff should be trained or user group leaders advised to implement systems such as periodic attendance checks and "buddy systems" to help in accounting for campers throughout the day.

Compliance Demonstration: Visitor observation of written procedures; director/staff description of training provided.

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See applicability box (page 80).

OM-17 Emergency Communications

Do written emergency plans include communication procedures, reviewed with staff, that specify:

A. **A system for communication from persons at the site of the incident (including out-of-camp trips) to camp administrative and health personnel or community emergency services as appropriate (e.g., health, law enforcement)?** YES NO

B. **Procedures for contacting parents or guardians of minors directly supervised by the camp?** YES NO

C. **The camp's procedures for dealing with the media?** YES NO

Interpretation: Procedures for emergency communication from all locations, including program areas out of camp, must be carefully and thoroughly developed prior to the pressure of an actual emergency. Communication systems may include cellular phones, electronic devices or signals where appropriate, as well as alternative plans to summon emergency help and relay necessary information.

Emergency communication procedures may be a part of the written materials established in standard OM-9.

Compliance Demonstration: Visitor observation of written procedures; director/staff description of procedures and their communication to staff.

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See applicability box (page 80).

MODE	NOTES
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See applicability box (page 80).

OM-18 Campers in Public Areas

DNA if camp is not operated on property open to the public or camp does not take campers to public areas.

For the protection of campers in public places or when in contact with the public, does the camp implement written policies that specify:

1. **Guidelines for ratios, location, and responsibilities of staff supervising campers,**
2. **Safety regulations and behavior guidelines for campers, and**
3. **Emergency procedures for campers and staff if a person is separated or missing from the group?** YES NO

Interpretation: This standard applies to all activities where public contact with campers who are directly supervised by the camp can reasonably be expected, including tripping, tours, field trips, sporting events, and use of public facilities or parks. Procedures should address regulations and guidelines for safety when on public transportation or at motels/hotels, public campgrounds, public restrooms, public rest stops, amusement parks, or other public attractions.

Supervision policies should establish when direct staff supervision is required, when and under what conditions groups of campers may be on their own for a period of time, and how staff with large groups will communicate with one another. For example, procedures for motels/hotels may include securing rooms in blocks so campers are not by themselves, specific room curfew, staff procedures for monitoring halls, and camper access to staff room numbers. At public attractions, procedures should be established for dividing campers into groups, periodic check-ins, behavior guidelines, emergency contact and meeting areas, and off-limits areas.

Campers must be trained in what to do if approached by a stranger, what information to share (or not share) about the camp or group, and how to find emergency assistance if staff are not immediately available.

Procedures may also need to be established for the protection of campers on opening and closing days of the camp when many visitors are on site. When a camp is operating in an area open to the public, procedures for supervision may include a means for identifying or distinguishing campers from the public such as t-shirts, hats, name tags, or other visual means of identification.

Compliance Demonstration: Visitor observation of written procedures; director/staff description of procedures to orient campers and staff.

OM-19 Camper Release

Does the camp implement written procedures regarding:

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See applicability box (page 80).

A. **Release of campers who are minors to a parent or to persons other than the legal parent or guardian?** YES NO

B. **Verification of absentees or "no-shows"?** YES NO

Interpretation: Part A includes procedures for releasing campers to authorized persons during camp (for example, for a visit) or at the end of the camp session. These procedures may include the policy that the camp will follow if a minor is not picked up within a reasonable time (e.g., supervision and extra charges).

For Part B, "absentees" are participants who are not present when the camp expects to assume responsibility for those individuals. For example, day camps normally assume responsibility at the beginning of each day while resident camps assume responsibility the first day of a session.

Compliance Demonstration: Visitor observation of written procedures; director/staff explanation of procedures in practice.

RENTING TO USER GROUPS

This section addresses rental or leasing of camp facilities to user groups DNA OM-20 and OM-21 if camp does not lease facilities or services to user groups.

OM-20 Use Agreement

Does the camp utilize a written use agreement, signed by authorized representatives of the camp and the user group, that includes the following (as applicable):

MODE	NOTES
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1. **Terms of use, including dates, times, and costs;**
2. **Cancellation, minimum fees, and refund policies;**
3. **Services that will be provided by the camp for the group, such as food service, recreation options, program staff, transportation, and**
4. **Costs and conditions for use of any recreational equipment or services?** YES NO

Interpretation: The standard does not require that all items listed will be provided for all user groups. See Appendix M (page 227) for some

guidelines and considerations. The use agreement will normally include requirements from standard OM-21.

Conditions for use may specify such aspects as adult supervision, expectations for youth groups, cleanup responsibilities, and reporting of damaged facilities or equipment.

Compliance Demonstration: Visitor observation of forms and information used.

OM-21 User Group Responsibilities

MODE NOTES

See applicability box (page 83).

Does the written user group agreement specify:

1. **Party responsible to provide first aid, emergency care, and emergency transportation,**
2. **Party responsible to supervise the group and its behavior,**
3. **Party responsible to supervise any specialized recreational activities,**
4. **Required orientation to the camp's safety procedures and regulations, and**
5. **Any insurance coverage to be provided by the group?**

YES NO

Interpretation: See standard HW-22 (page 69) for information that defines responsibility for provision of first aid and emergency care. Supervision of the group and its behavior includes defining who has the authority to eject individuals from the property.

In Part 3, "specialized recreation activities" are any activities whose safe conduct requires supervision by persons with specialized training and skills (i.e., swimming, archery, ropes course use). Supervision for general recreation activities, along with all other general activities not specified in the contract, would normally fall under Part 2 of this standard (supervision of the group and its behavior).

Orientation for user groups should include general safety regulations, communication in an emergency (e.g., weather, missing persons), security concerns, and warning systems. Groups should know how to get emergency assistance and how to contact the site owner.

See Appendix M (page 227) for guidelines and considerations. May be combined with the requirements of standard OM-20.

Compliance Demonstration: Visitor observation of information and/or forms utilized; director description of orientation process.

SECTION HR

The key to any camp's success is its personnel. One of the unique features of a camp is the vital and all-encompassing leadership role demanded of its personnel in the camp community. Camp personnel are expected to assume many responsibilities, deliver a wide range of services, and complete numerous tasks in an environment of constant close human interaction, with quality results. Some persons may work with the site operation, some with the program, and some with both.

This demanding role requires minimums be established in screening, hiring, training, and supervising staff. The personnel criteria in this section are the result of experience and the review of research in the area of human resource management for both year-round and seasonal operations. The standards vary according to the criteria required for each position.

Maturity and judgement are two critical qualities of a camp staff member. Simple, objective measures for these qualities are not available. In identifying the criteria for staff positions, a number of factors have been listed including education, certification (where available), experience, and age. While it is recognized that age is not equivalent to maturity, it is one referenced and recognized criterion, utilized in conjunction with other factors listed above, to guide the administrator in seeking qualified personnel. Age is not intended to be used as the sole criterion for determining acceptability of a staff member.

APPLICABILITY

Personnel to be considered in scoring the Human Resources standards include volunteer and employed staff, for operation of both site and program, who are directly supervised by the camp operator; those staff for whom the camp operator has responsibility for selection, training, and dismissal. Generally, these standards do not apply to consultants, workshop leaders, and other personnel who are not part of the camp's staff. However, administrators should consider the minimum requirements of the Human Resources standards in utilizing such persons.

Definitions

Camp staff: Paid or unpaid staff who are hired, trained, and directly supervised by the camp; may be seasonal or year-round, full- or part-time.

User group leaders or staff: Leaders, chaperones, staff, volunteers, and supervisors provided by the user group. These persons are not directly supervised by the camp. In some programs, the person in charge of the user group may have the title dean or camp director.

Administrative personnel: Camp staff with supervisory and administrative responsibilities; may include positions such as camp director or

Icon Legend

	Day Camp
	Resident Camp
	Short Term Residential
	Rental/User Group
	Written Documentation Required

administrator, assistant director, business manager, food service director, health supervisor, or heads of program departments.

Program personnel: Camp staff directly involved in camp programming and camper supervision; may include such positions as unit supervisors, activity specialists, activity coordinators, counselors.

Counselor-support personnel: Auxiliary camp staff to aid special needs campers in daily living tasks. They generally do not have sole camper supervision responsibility and are often called "aides" or "volunteers." They may be paid or unpaid.

Short-term staff: Refers to staff (paid and unpaid) who are working for two weeks or less, excluding the training period.

Special needs campers: Campers with special physical, medical, or behavioral characteristics who require additional assistance or supervision to participate fully or safely. Examples include campers with physical disabilities, emotional disturbances, learning disabilities, mental retardation, or medical conditions such as diabetes, cancer, and asthma.

Primarily serves campers with special needs: More than 50 percent of the campers enrolled for the camp session are special needs campers (see definition).

HR-1 Director Qualifications

MODE NOTES

DNA when camp seeking accreditation does not operate day or resident camp programs.

Does the on-site director for day and resident camp programs have the following qualifications:

A. **A bachelor's degree or appropriate professional certification?** YES NO

B. **At least two prior seasons of administrative or supervisory experience in an organized camp?** YES NO

C. **Has assessed personal needs in core areas of accepted camp management practices and has attended a professional development workshop, institute, seminar, or course within the past three years to address that need(s)?** YES NO

D. **Is at least 25 years old?** YES NO

DNA E if camp does not operate a program that primarily serves campers with special needs.

E. **If the camp primarily serves campers with special needs, at least 24 weeks of experience working with that special population?** YES NO

Interpretation: The on-site director is the person on site who is responsible for day-to-day decision-making and supervision of the program and staff.

In Part C, ACA has identified 14 "core areas" of accepted management practices for camp professionals. See Appendix N (page 229) for more information. "Professional development" may include local or national ACA-sponsored training events or other courses related to the identified camp management tracks.

Compliance Demonstration: Director explanation of qualifications.

HR-2 Special Needs Staff Requirements

DNA if camp does not operate a day or resident camp program that primarily serves campers with special needs.

Do 20% of the day and resident camp administrative and program personnel with staff supervisory responsibilities have a bachelor's degree in an area relevant to the clientele served, or at least 24 weeks of experience working with the special populations being served? YES NO

MODE	NOTES

Interpretation: Serving campers with special needs requires skill and experience beyond that required for other camp operations. The intent of this standard is to provide a minimum level of specialized training and experience at the administrative and staff supervisory levels.

Compliance Demonstration: Director explanation of camp's percentage of staff who meet requirement.

HR-3 Hiring Policies

Does the camp have written hiring policies that:

1. **Identify appropriate application and screening processes for each job category, and**
2. **Have been reviewed by legal counsel or human resources professional within the last three years?** YES NO

MODE	NOTES

Interpretation: Development of hiring policies should include a review of the staff application form(s), job descriptions, interviewing requirements, and screening techniques to determine the appropriate content and steps for each type of position. The camp must determine, with the advice of a professional, which items are appropriate for each type of staff position and which may be required by law. For example, the screening process for a kitchen or grounds worker may be different than that for a cabin counselor or program specialist.

See Appendix P (page 231) for information on screening staff.

Compliance Demonstration: Visitor observation of written hiring policies; director description of review process.

HR-4 Staff Screening

MODE NOTES

For camp staff with responsibility for or access to campers, do written hiring procedures require:

A. **Criminal background checks or voluntary disclosure statements?** YES NO

B. **Reference checks and verification of previous work (including volunteer) history?** YES NO

C. **Personal interviews by the camp director or a designated representative?** YES NO

Interpretation: All camp staff with supervisory responsibility or discipline power over children, or who could have unsupervised contact with children, should be included in the prescribed screening process. See Appendix P (page 231) for more information.

"Voluntary disclosure statements" are signed statements attesting to nonconviction of crimes against children. (See ACA resources for a sample form.) Because criminal background checks are generally not available for minors and may not be available for staff from other countries, camps may need to use disclosure statements in some cases. Camps should work with international staff placement agencies to obtain as much background information as may be available on applicants.

Screening should be done every year for new staff and for staff who have had a break in service (including seasonal staff). Year-round staff should be screened upon entry. Camp policies should identify the frequency of checks for continuing year round employees. For example, some camps may obtain criminal background checks on seasonal staff their first year and then have all returning staff complete voluntary disclosure statements in subsequent years. Camps must be aware of state requirements, however, as some states require criminal background checks every year for all staff. In states where camps may not be able to obtain background checks on staff, staff can be required to obtain the check on themselves as a requirement of employment.

"Verification" of work history means evaluation of work history to determine reasons for any gaps in employment and spot checking to verify that the applicant was employed or licensed as claimed. Standards in other areas such as transportation, aquatics, and program also call for specific kinds of records checks or documentation of skills which may be checked as part of the screening process. The standard does not require visitors be given access to confidential personnel files.

"Personal interview" means face-to-face or by phone for all applicants including internationals. In addition to initial interviews conducted by a staff placement agency, camps must make their own contact with applicants before hiring. The purposes of this contact should include at least confirmation of language and communication skill, identification of the expectations for the job, determination of suitability for the specific job offered, and specific information about the camp program and location.

Compliance Demonstration: Visitor observation of written hiring procedures and sample forms; director/staff description of hiring process.

HR-5 Diversity

Does the camp's staff recruitment and training process include:

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A. Procedures to recruit program and administrative staff whose racial or ethnic diversity reflects that of the camper population served? YES NO

B. Training for staff to accept, respect, and be responsive to the multi-cultural diversity of our society? YES NO

Interpretation: In Part A, the intent is for directors to consciously try to provide staff members as role models and resources for minority populations served. A camp whose staff is more diverse than its camper population is considered to be in compliance.

Training for staff may include both precamp and in-service sessions to help staff recognize and value individual differences within groups, particularly in relation to the camper populations served.

Compliance Demonstration: Director description of recruitment plans and procedures; director/staff description of staff training provided.

HR-6 Job Descriptions/Information

Do procedures require that, prior to reporting to work, each camp staff member is provided with:

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1. A written job description that identifies the essential functions of the job, and

2. Information on the nature and diversity of the total camp population, and general characteristics of the camp and programs offered? YES NO

Interpretation: Job descriptions may be stand-alone documents provided at the interview or time of hire, or may be form letters to the individuals where jobs are described. To be consistent with the Americans with Disabilities Act, job descriptions should identify the essential functions or tasks required for the job. "Essential functions" are responsibilities critical to fulfilling the intent of the job. See Appendix Q (page 233) for additional information.

The intent of this standard is to help prepare staff, prior to beginning work, for some of the responsibilities they will be assuming. Information may include materials such as staff manuals, camp brochures, schedules, slide shows, etc.

Compliance Demonstration: Visitor observation of sample job descriptions for randomly selected positions; director/staff description of materials or orientation provided.

HR-7 Job Training

MODE NOTES

Does the camp implement a system to provide each camp staff member, prior to assuming job responsibilities, training that is specific to his/her individual job functions, including clear expectations for acceptable job performance? YES NO

Interpretation: The intent of this standard is that each person assuming job responsibilities, regardless of the time of year, be provided training in the camp's expectations of his/her specific responsibilities. Job training should include specific job skills, reporting and supervisory relationships, and acceptable and unacceptable behaviors of staff members. In addition, staff may require training in the use of equipment, safety and emergency procedures, identifying and managing environmental and other hazards, handling accidents, or providing services to user groups or campers.

For staff hired for day, resident, and short-term residential camp programs, this will normally be part of the training specified in standards HR-11 through HR-17. While those standards specify length of training and content related to campers, this standard addresses the need for camps to specify expectations for acceptable job performance and staff behavior in fulfilling tasks.

To achieve an acceptable level of job performance and behavior, staff members must also be provided with a clear understanding of expectations of camp administrators and supervisors (see standards HR-5, HR-6 and HR-8). See also standards PD-14 (page 112), PC-4 (page 147), PH-2 (page 157), and PT-6 (page 169) regarding supervision of staff.

Compliance Demonstration: Director explanation of system for training for all types of staff; staff description of training received.

HR-8 Personnel Policies

MODE NOTES

Do procedures require that the camp provide all camp staff with written personnel policies that address the following:

1. **General equal employment opportunity policies,**
2. **Benefits,**
3. **Time off, absence, and leaves of absence,**
4. **Performance evaluation processes, and**
5. **Work rules and personal conduct, including sexual harassment policies?** YES NO

Interpretation: "Equal employment opportunity policies" confirm that the camp, in accordance with applicable federal laws, provides equal opportunities to employees and applicants without regard to race, color, religion, sex, national origin, age, disability, or veteran status.

The "performance evaluation process" includes not only performance review procedures but also information on the progressive discipline system, conditions of severance, and grievance procedures.

"Work rules and personal conduct" include, but are not limited to, such things as work hours, dress codes, safety rules, regulations on use of any camp vehicles or equipment, appropriate and inappropriate behaviors, and prohibiting the use of drugs, controlled substances, or alcohol while on the job.

See Appendix R (page 235) for information on personnel policies.

Compliance Demonstration: Visitor observation of written policies; director/staff description of distribution process.

HR-9 Camper Supervision Ratios

Does the camp implement or advise user groups of written policies for camper supervision that identify:

MODE NOTES

A. Required ratios of staff who are on duty with campers in units or living groups and in general camp activities that meet the following minimums?

Camper Age	Number Staff	Overnight Campers	Day-only Campers
4-5 years	1	5	6
6-8 years	1	6	8
9-14 years	1	8	10
15-18 years	1	10	12

YES NO

B. Exceptions (if any) to the general ratios for segments of the day when greater or fewer staff are required for supervision? YES NO

C. Activities, locations, or situations where a minimum of two staff members are required to be present? YES NO

Interpretation: The camp must implement established supervision policies for its own programs and advise leaders of user groups of appropriate supervision ratios and procedures. To meet the appropriate ratios, a combination of camp staff and adult leaders for user groups is acceptable.

For the purpose of this standard, "staff" includes those persons with the responsibility, authority, and training to provide direct supervision to camper groups. This may include counselors, general activity leaders, or other staff who may provide supervision to campers without assistance. Junior counselors may be included in meeting the ratios in Part A only if they are considered staff, and they have received training and supervision to verify their ability to handle camper groups independently.

In the ratio chart above, "staff" are not to include campers in leadership training programs (often called CIT's), or other "counselor support personnel" (see definition at the beginning of this section), nor

should they include staff who have exclusive administrative, office, food service, or maintenance duties.

"General camp activities" are those that do not require special technical skills, equipment, or safety regulations other than those that generally apply throughout the camp. Examples include singing, nature studies, religious instruction, crafts, etc. Ratios and qualifications for supervision of specific program activities are covered in the Program, Horseback, Aquatics, Adventure/Challenge, and Trip and Travel standards.

In Part B, any exceptions to the general ratios should be in accordance with the type of activity, the area, and the characteristics of the participants. Camp policies may specify no exceptions. Exceptions for times such as free time, rest hour, after lights out, early morning, field trips, and overnights, must be well defined and justified since statistics indicate that these are the times when accidents and incidents are most likely to happen in camps.

When the camp serves campers with special physical, medical, or behavioral needs who require additional staff support to participate in camp (e.g., physically or mentally disabled, emotionally disturbed, etc.), the following ratios of staff and counselor-support personnel to campers are suggested:

Camper Description	Staff	Campers
Needing constant and individual assistance or supervision	1	1
Needing close, but not constant assistance or supervision	1	2
Needing occasional assistance	1	4
Needing minimal assistance	1	5

In Part C, to prevent situations with opportunity for child abuse, camps must consciously determine where at least two staff persons are required with camper groups, such as on overnights, in showers, and on trips.

Compliance Demonstration: Visitor observation of written supervision policies and ratios for camp staff and user groups; visitor observation of randomly selected camper groups; director/staff description of supervision practices.

HR-10 Staff Age Requirements

DNA if staff under 18 years are not used for camper supervision.

MODE NOTES

Do written camper supervision policies specify that staff used to meet staff-to-camper ratios (in HR-9) meet the following requirements:

A. At least 80% (100% for camps primarily serving persons with special needs) of the staff are 18 years of age or older? YES NO

B. All staff are at least 16 years of age and at least two years older than the minors with whom they are working? YES NO

Interpretation: Staff used to meet the ratios for supervision in standard HR-9 must meet the minimum age requirements in this standard. Per-

sons who don't meet the age requirements may be used by camps in other positions, such as food service or maintenance, or as additional program personnel to assist staff.

Age ratios apply to programs staffed by the camp as well as to instructions given to user groups for supervision of youth.

Compliance Demonstration: Visitor observation of written supervision policies; director/staff description of staff ages available.

STAFF TRAINING AND SUPERVISION REQUIREMENTS
in Day, Resident (including Trip/Travel) Camps and Short-term Residential programs.

If camp never provides Day, Resident or Short-Term Residential programs, DNA HR-11 through HR-21.

HR-11 Precamp Staff Training

Does the camp provide precamp training of the following length, for camp program personnel:

1. **For day camp staff — at least 24 hours,**
2. **For resident and trip or travel camp staff,**
   a. **Long-term staff — at least 6 days in length,**
   b. **Short-term staff — at least 24 hours,**
3. **For short-term residential programs — at least 24 hours?**

YES NO

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Interpretation: Precamp training should include contents specified in these standards, including: items in this Human Resources section, as well as routines and procedures, and training specified in other sections of the standards (for example, training in emergency procedures, prevention of child abuse, bloodborne pathogens, and program activity training). See ACA resources for a list of training topics required by the standards.

The intent is that this training be specific to camp staff responsibilities. While some camp staff may participate in other kinds of training throughout the year, the hours required by this standard must relate to skills required for planning, program activities, and supervision responsibilities of camp.

For long-term staff, six days of training can vary in structure, but should be at least 48 instructional hours. Time spent sleeping, eating, and participating in free-time recreational activities would not be considered a part of staff training.

For day camp staff and short-term staff, ACA expects the 24 hours to be 24 instructional hours of training, at a minimum. Some if not all of

this training should be done on site to familiarize staff with the site, its features and emergency procedures. For camps without a base site, some of the training time must be with the group of staff who will be working together, in order to establish better working relationships.

Compliance Demonstration: Director/staff description of training period.

HR-12 Late-Hire Training

MODE NOTES

See applicability box (page 93)

Does the camp implement a system to provide training for late-hired, replacement, or other camp program personnel not present for all or part of precamp training? YES NO

Interpretation: Because staff training is so critical to safe and effective program for campers, procedures should be identified to assure that latecomers, late hires, and replacement staff receive training in areas missed during precamp. The system may specify such things as individual training sessions with the staff person's supervisor, orientation sessions with activity specialists, periods of "apprenticeship" under fully-trained staff, or self-study topics.

Compliance Demonstration: Director explanation of training system in place for use when needed.

HR-13 In-Service Training

MODE NOTES

See applicability box (page 93)

DNA if the entire season is two weeks or less in length, or if program staff are on site for less than two weeks.

Does the camp implement a system for in-service training of all camp staff who work directly with campers? YES NO

Interpretation: "In-service" refers to training that occurs during the camp season. The training specified here involves more than staff meetings for announcements and coordination of schedules that often occur on a regular basis in camps. It includes methods for providing continuing education and support for staff such as regularly scheduled supervisory conferences, special program activities and skill training sessions, and training sessions relating to human behavior and group dynamics.

Compliance Demonstration: Director/staff description of in-service training opportunities.

HR-14 Supervision of Campers

Are camp staff trained in written procedures for the supervision of campers that specify:

1. **Staff responsibilities when on duty with campers, and**
2. **Monitoring procedures for nighttime supervision, when applicable?** YES NO

Interpretation: Supervision policies should include what to look or listen for; how and where to get additional help; location while "on duty"; and monitoring responsibilities specific to the activities, areas, and participants. Camp policies and practices should also include specific responsibilities of staff for supervising campers who stay overnight, such as in-cabin responsibilities, roving supervision patterns, and bed-check practices.

If staff share supervision responsibilities with user group leaders, procedures should specify expectations and responsibilities of the camp staff.

Compliance Demonstration: Visitor observation of written supervision policies; director/staff explanation of practices and training.

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See applicability box (page 93).

HR-15 Staff/Camper Interactions

Do staff/camper interactions reflect training of staff to:

A. **Speak with and listen to campers in a manner that reflects respect for individuals?** YES NO

B. **Focus attention primarily on campers' needs and interests rather than on other staff and themselves?** YES NO

Interpretation: Examples of reflecting respect for campers include calling campers by name or preferred nickname, using language that is easily understood, providing explanations for actions taken, speaking with campers at eye level, and using techniques that do not intentionally embarrass or ridicule campers or groups of people.

Compliance Demonstration: Visitor observation of general camper/staff interactions; director/staff explanation of training.

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See applicability box (page 93).

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HR-16 Behavior Management

MODE NOTES

See applicability box (page 93).

Are camp staff trained to implement written procedures that specify the following:

A. **Positive behavior management and disciplinary techniques that forbid corporal punishment?** YES NO

B. **Specific measures to recognize, prevent, and report child abuse?** YES NO

Interpretation: Part A should include the camps general philosophy and approach to discipline, any specific progressive steps to be taken when disciplining a camper, as well as identifying inappropriate disciplinary techniques.

Part B includes information and training on the identification and prevention of physical, sexual, emotional, and verbal abuse of children. Staff should also receive training in the state's child abuse laws including definitions of abusive behavior, reporting requirements and penalties.

Compliance Demonstration: Visitor observation of written procedures; visitor observation of behavior management techniques when possible; director/staff description of training provided.

HR-17 Sensitive Issue Policy

MODE NOTES

See applicability box (page 93).

Has the camp established policies and trained staff to respond appropriately to socially sensitive issues? YES NO

Interpretation: The intent of the standard is for the camp to establish and communicate to staff specific guidelines and expectations for dealing with socially sensitive issues that may come up when supervising campers. Staff should be able to recognize appropriate and inappropriate conversation and behavior and know how to respond. Guidelines should establish points at which issues or behavior should be referred to supervisors, or when parental consent should be obtained. "Socially sensitive issues" may include such things as smoking, drugs, tattoos, body piercing, sexuality, dating, cults, religion, ghost or horror stories, divorce, and personal lives of staff.

Compliance Demonstration: Director/staff explanation of policies and training.

HR-18 Supervision of Staff

Does the camp provide for persons who supervise other staff:

A. A list or chart showing whom they are to supervise? YES NO

B. Training to carry out their responsibilities in the camp's performance review system? YES NO

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See applicability box (page 93).

Interpretation: Supervision is one of the keys to an effective staff and quality program. The intent of this standard is that the camp administrators clearly define and communicate the expectations of supervisors to those with that responsibility.

Effective supervision requires that individuals have a clear picture of who they supervise, or are supervised by, so that two-way communication is enabled. An organizational chart will help to identify this pattern and help administrators evaluate the amount of supervisory responsibility delegated to any one individual.

For Part B, supervisors need to receive specific training in the content and methods used in evaluating their staff's performance. Depending on the camp, the performance review system may range from verbal recommendations at the end of a season or session to formal written performance appraisals based on observations and supervisory conferences over the entire season or year.

Compliance Demonstration: Visitor observation of list or chart; director/staff description of training provided to supervisors.

HR-19 Supervisor Training

Does the camp provide written guidelines and specific training for supervisors of other staff to help supervisors:

A. Identify and reinforce acceptable performance of staff in the jobs they supervise? YES NO

B. Identify and address inappropriate staff behavior? YES NO

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See applicability box (page 93).

Interpretation: All staff need to know expectations for acceptable job performance and for appropriate behaviors (see standards HR-7 and HR-15 through HR-17). To effectively observe and evaluate, supervisors need to be able to identify the acceptable levels of job performance and appropriate behaviors of the staff positions they supervise. Acceptable job performance and appropriate behavior include, as examples, establishing positive role models for campers, enforcing safety rules, utilizing appropriate teaching techniques, encouraging positive interactions among campers, settling disputes, and so forth. Training for supervisors should include how and when to observe staff, what to look for, and how to communicate suggestions for improvement.

Supervisors also need to develop skills in identifying and addressing inappropriate staff behavior with campers or with other staff. Inappro-

priate staff behavior may include actions or attitudes resulting from immaturity, inexperience, stress, lack of knowledge, illness, fatigue, poor judgment, or expectations of the individual that were beyond his or her abilities. See Appendix S (page 237) for more information to help train staff supervisors.

Compliance Demonstration: Visitor observation of written guidelines; director/staff description of training provided.

HR-20 Staff Observation

MODE NOTES

See applicability box (page 93).

Does the camp use a system of regular observations of staff by supervisors to provide coaching, encouragement, and necessary correction? YES NO

Interpretation: Standards HR-7 and HR-15 through HR-17 specify guidelines for acceptable performance and behavior for staff. The intent of this standard is to assure that observations of staff occur on a regular, systematic basis. The system should include specifications for how often observations should occur.

This supervision should assist staff in the accomplishment of camper development objectives, provide support to staff, and help assure that acceptable job performance criteria are continually practiced. Regular supervision of staff is considered by many to be a positive technique in camper protection, and a proactive in-service training opportunity for staff.

Staff of varying experience and skill levels require different levels of supervision. This standard does not intend to require that all staff need the same levels of supervision. The camp's system should provide for supervision of all staff at some level based on their skills, experience, requests for help, and previous evaluations by supervisors.

"Regular observations" means on a schedule determined by the camp based on factors such as the complexity of the program, length of season, and background of staff.

See Appendix S (page 237) for a description of the functions of supervision, including coaching, reinforcing, and correcting behavior.

Compliance Demonstration: Director/staff explanation of observation system used.

HR-21 Staff Time Off

DNA for day camp and short-term programs.

Do staff members have the following minimum amounts of time free from assigned camp responsibilities:

MODE NOTES

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See applicability box (page 93).

A. **Daily — at least two hours?** YES NO

B. **During total employment period —**

1. **24 hours or more each two weeks in blocks of not less than 12 consecutive hours, or**

2. **If camp primarily serves persons with physical or mental disabilities, 24 consecutive hours off each two weeks?** YES NO

Interpretation: "Free from assigned camp responsibilities" means free time during which a staff member is not expected to be at a specific place or performing camp-related responsibilities. In trip or travel programs, consideration should be given to the staff need for privacy and freedom from camper responsibility.

Compliance Demonstration: Director/staff description of procedures to implement the policy.

Program Design and Activities

SECTION PD

Program is the heart of camp — where camp philosophy and objectives are implemented in *a sustained experience which provides a creative, recreational and educational opportunity in group living in the outdoors*. Camp programming *utilizes trained leadership and the resources of the natural surroundings to contribute to each camper's mental, physical, social and spiritual growth*.

The Program standards allow the flexibility for each camp to take advantage of its own unique programming strengths and determine its own procedures while still addressing areas of program planning, analysis, and delivery.

The standards included here are general standards for common camp activities. Defining specific standards for all potential and unique program activities is impossible and impractical. However, three basic concepts need to be at the core of any activity offered in camp. The program standards require the camp administration to address the following important considerations:

1. Qualified supervision of the activity,
2. Sound guidelines, safety regulations and emergency procedures for conduct of the activity,
3. Provision and maintenance of acceptable facilities and equipment.

APPLICABILITY

All camps must score standards *PD-1 through PD-5 for general program operation. All camps with Day, Resident, Short Term Residential Programs must also score standards PD-6 through PD-11.

All camps, including trip/travel camps, which include any specialized program activities (see definition) as a part of the program, must also score the appropriate standards as follows:

1. Camps with specialized program activities under camp staff supervision (both in and out of camp) score standards PD-12 through PD-23. Includes camps providing specialized staff and equipment for user groups.
2. Camps using staffed public facilities or providers (see definition) at any time for specialized program activities score standards PD-17 through PD-24.
3. Camps who have their own specialized program activities AND use staffed public facilities for some activities score standards PD-12 through PD-24.
4. If user groups provide their own leaders or equipment for specialized program activities, standards PD-12 through PD-24 are not scored. However, user groups should be advised of any requirements or conditions for use (see standard PD-5). Camps should consider the requirements of the specialized activity standards when establishing guidelines for user groups.

Icon Legend

Day Camp

Resident Camp

Short Term Residential

Rental/User Group

Written Documentation Required

Definitions

Authoritative sources: Published standards, guidelines, or other instructional materials from nationally-recognized organizations or experts in a particular activity. See Appendix W (page 247) for a list of resources.

Certification: As used in the Program standards, indicates current instructor-level status from a nationally-recognized certifying body or organization. See Appendix W (page 247) for a list of commonly-used certifying bodies.

Documented training and experience: Written evidence of competence in a leadership role. This may include records of previous leadership or training to instruct the activity, course completion certificates or cards, letters of reference, or written evaluation of previous successful leadership work.

Program activity: An individual event, class, or instructional period occurring under staff leadership or supervision that provides opportunity for recreational or educational participation by campers.

Specialized activity: Activities whose safe conduct requires supervision by persons with the specialized training and experience to make judgments concerning equipment, procedures, and safety considerations. Includes activities such as archery or other target sports, gymnastics, bicycling, motorized vehicles, model rocketry, etc.

Specialized activity leader: The persons providing direct, on-site leadership at any specialized program activity.

Specialized activity supervisor: An adult with certification or training and experience in a specialized activity. This person provides training and supervision to the specialized activity leaders.

Staffed public facility or provider: Facilities not on the camp site, or vendors providing equipment and access to a program site or facility, with persons other than camp staff responsible for the site, equipment, and supervision of the activity. Staff may accompany a group and may assist with supervision of campers, but are not responsible for supervision of the activity. Also includes the use of another camp's facility.

*PD-1 Overnights and Trips

MANDATORY

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DNA if overnights, trips, or excursions are never taken in day, resident, or short-term camp programs.

Does the camp require training for campers and staff, based on written procedures, for overnights, trips and excursions that require:

DNA when camp stoves or flammable liquids are not used.

***A. Persons using camp stoves or flammable liquids be instructed in their proper use and care and supervised until competency is demonstrated?** YES NO

DNA only if all drinking water is provided from the camp's approved water supply or by a public drinking water supply.

B. All drinking water be obtained from tested or approved water supplies or be boiled, filtered, or chemically treated, as appropriate? YES NO

DNA when food is not stored or prepared by the group.

C. Food be prepared and stored under safe and sanitary conditions with particular care given to maintaining potentially hazardous foods at proper temperatures? YES NO

DNA when disposable food utensils are used exclusively or if food utensils are not carried by the group.

D. Food utensils be cleaned and sanitized after each use and protected from contamination between use? YES NO

DNA when campsites or natural areas are not used for overnights or trips.

E. Applicable procedures be followed to minimize environmental impact on campsites or natural areas? YES NO

Interpretation: Requirements and training are applicable to day camp, resident camp (including trip/travel programs) and short-term programs run by the camp. Procedures and training for Part A should specify steps for proper camp stove use and any restrictions on participant use of stoves or flammable fuels.

The intent of Part B is to address questionable water supplies, not those which have been tested by public authorities for residential or public use. Water from natural bodies of water or springs should be treated if there is no assurance that the supply has been approved for human consumption. The camp should use appropriate water purification methods based on advice from local officials able to identify possible contaminants for that area or specific water supply.

See the Interpretation of standard SF-23 (page 31) for a definition of "potentially hazardous foods." "Food utensils" include dishes, cups, eating utensils, and food preparation utensils not heated at least to boiling in the cooking process.

Procedures for conducting overnights or trips to natural areas should include at least appropriate group size limits, recommendations for use of biodegradable products, and proper disposal of refuse and human waste. See Appendix T (page 239) for some considerations concerning environmental policies and resources.

Compliance Demonstration: Visitor observation of written procedures; director/staff description of training and implementation.

MODE	NOTES

PD-2 Outdoor Opportunities

Does the camp site have natural resources and outdoor recreation options that are used to enrich an outdoor living experience? YES NO

Interpretation: ACA's definition of camping refers to group living in the outdoors and use of the resources of the natural surroundings to help campers grow. This standard requires the intentional use of the outdoors as a program environment for education and inspiration. Natural areas for outdoor program, located either on the site or in close proximity to the site, must be available and utilized on a regular basis.

Compliance Demonstration: Visitor observation of natural resources or recreation areas; director/staff description of use.

MODE	NOTES

PD-3 Environmental Practices

Has the camp evaluated the environmental impact of its activities and programs, and implemented procedures to minimize any detrimental effects? YES NO

Interpretation: The intent of this standard is that camps model appropriate practices and behaviors that are sensitive to the environmental concerns of our planet. Camps need to think through all activities and programs to determine any possible damage or impact to the environment. With activities such as mountain biking, horseback riding, snowmobiling, use of motorized vehicles, motor boating, etc., efforts should be made to eliminate not only physical damage, but also visual and noise impact on the camp and other affected areas. Camps may also need to evaluate seemingly low-impact activities, such as walking in the woods, to assure that these activities do not become high-impact simply by their regularity.

See Appendix T (page 239) for some considerations concerning environmental policies and resources.

Compliance Demonstration: Director/staff explanation of evaluation process and resulting procedures; visitor observation of practices.

PD-4 Program Equipment

Does the camp implement a system that requires camp program equipment be:

MODE	NOTES

A. Regularly checked for safety, maintained in good repair, and stored in a manner to safeguard effectiveness? YES NO

B. Appropriate to the size and ability of the user? YES NO

Interpretation: "Program equipment" includes all equipment utilized to carry out both general and specialized program activities such as archery, sports, outdoor living skills, crafts, backpacking, or other specialized activities.

Camps should establish procedures for how often equipment is checked and by whom. Storage locations should be dry and provide protection from weather, rodents, etc. Appropriate equipment storage should be determined by consulting with authoritative sources. See Appendix W (page 247) for a list of commonly used authoritative sources.

Compliance Demonstration: Director/staff explanation of procedures used; visitor observation of selected program equipment as stored and used.

PD-5 User Groups—Conditions

DNA if camp never serves user groups or never provides program equipment or facilities for user groups.

MODE	NOTES

Does the camp have written evidence that user groups are advised of any conditions for use, safety guidelines, supervision requirements, warnings, or restrictions for program activities, equipment and facilities available to them? YES NO

Interpretation: "Written evidence" includes signs, trail markers, posted regulations or restrictions, and written materials provided to user groups as appropriate. For some activities such as hiking or tennis, which are generally considered part of participants' common experience, such things as hours for use and precautions may be sufficient. Other activities such as horseback riding, cross-country skiing or tobogganing may require more specific information or warnings about trail difficulty or hazardous conditions.

"Conditions for use" may include such things as the use of participant waivers, permission forms, and expectations for behavior or proper use of equipment. (See Appendix D, page 203, for more on permission forms and waivers.) Camps should specify ratios and type of supervisors required for certain activities or facilities, such as adult supervisors required for youth in recreation facilities.

If the camp allows user groups to utilize specialized activity facilities or equipment (i.e., archery equipment or ropes course elements) without camp staff leadership, supervisory requirements and conditions for

use should at least be consistent with those specified in the standards for camp use.

Restrictions or conditions specified may be combined with written requirements for standard OM-21 (page 84).

Compliance Demonstration: Visitor observation of written or posted information; director explanation of system utilized to inform user groups.

CAMPS WITH DAY, RESIDENT (INCLUDING TRIP/TRAVEL PROGRAMS), AND SHORT-TERM RESIDENTIAL PROGRAMS

If camp NEVER provides Day, Resident, or Short-Term Residential programs. DNA PD-6 through PD-11 and proceed to PD-12.

MODE NOTES

PD-6 Program Goals and Outcomes

To provide quality program, has the camp:

A. **Established a written statement of goals that identify specific outcomes which address the developmental needs of campers?** YES NO

B. **Provided materials and training for staff to carry out the goals and outcome objectives in camp program?** YES NO

C. **Used established goals and outcome objectives to evaluate camp programs?** YES NO

Interpretation: Goals express the purpose of the camp's existence and operation. From these broad goals come desired outcomes, the benefits or changes for individuals or populations that should occur as a result of the camp experience. Outcomes relate to behavior, skills, knowledge, attitudes, values, a change in condition, or other attributes brought about by camp experience. The camp's goals and outcomes should address the developmental needs of campers and should identify what the camper will experience as a result of participating in camp program.

Outcomes should identify indicators or observable changes that represent achievement of an outcome. For example, if the goal is "to develop the decision-making skills needed to succeed in a constantly changing world," a desired outcome might be "campers practice making individual and group decisions." Some indicators of meeting this outcome include that campers are able to choose the appropriate clothes to wear without help and that staff observe individuals participating in the planning for their cookout. For more information see Appendix U (page 241).

If goals and objectives of a national organization are used, they must relate to desired outcomes for the specific camp and clientele. Goals

for short-term programs may be different than those for the day or resident camp programs. Evaluation of program quality (see standard OM-3, page 73) should incorporate the camp's goals and desired outcomes.

Compliance Demonstration: Visitor observation of written goals and outcomes and any materials used in training and evaluation; director/staff description of implementation.

PD-7 Program Variety

DNA to short term residential programs.

Does the camp offer multiple program activities that implement camp goals and provide campers the opportunity to experience progression, challenge, and success? YES NO

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See applicability box (page 106).

Interpretation: The intent is that each camper experience a variety of activities which provide the opportunity for progression, challenge, and success. This may include a natural progression that comes with practice and guidance, such as swimming, horseback riding, canoeing, or archery. It may also include activities which are made available as the campers reach minimum age levels or abilities. Examples of this may be that "the 12 year-olds get to g on an overnight trip" or that "if you succeed on the climbing wall, then next time you can climb the rock face."

Compliance Demonstration: Director explanation or visitor observation of program activities.

PD-8 Activity Information and Permission

Does the camp have a process to inform campers and their parents or guardians of the nature of anticipated camp activities and to gather signed permission from parents or guardians for minors participating in those activities? YES NO

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See applicability box (page 106).

Interpretation: Consent for minors to participate should be based on an informed understanding of the activities in which the camper will be participating. Camps may publish information about typical activities in a brochure or in a precamp packet, for example. Activities that are not generally familiar to parents, such as rock climbing or rafting, should be noted in written or verbal information about the camp, before permission to participate is gathered. For short-term programs, activities may be listed or described on a flyer or communicated in a meeting with parents prior to the camp trip.

When program activities are away from the camp site, camps may wish to notify parents of such things as the type and frequency of communication with the camp. If activities offered are under the supervision of someone else (such as swimming at the county pool where the county's guards are in charge, or use of another camp's ropes course), such a change in supervision should be noted.

Informing campers and parents, and gathering signed permission provides protection to the camp in situations where the parent might say, "If I had known that, I would not have allowed my child to participate." Though not required by the standard, gathering the camper's signature may also serve as notification of the nature of camp activities and the camper's responsibility to follow safety guidelines and procedures. See Appendix D (page 203) for more information.

Compliance Demonstration: Director description of process: visitor observation of randomly selected signed permission forms.

PD-9 Environmental Activities

DNA to short term residential programs.

Does the camp include, in each age group served in day and resident camp programs, structured activies that:

1. **Help campers feel comfortable in the natural environment,**
2. **Build appreciation for and knowledge of ecological principles,**
3. **Develop an awareness of and responsibility for practices that have minimal impact on the environment?** YES NO

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See applicability box (page 106).

Interpretation: The staff should be aware of ways to help new and less experienced campers feel comfortable, in control, and secure in their new environment. Each age group should have opportunities to learn about the natural world and practice responsible behavior such as recycling, water conservation, appropriate use of firewood, use of biodegradable soaps and other products, appropriate waste disposal, proper trail use, environmental education activities, etc. See Appendix T (page 239) for additional considerations concerning environmental policies and resources.

Compliance Demonstration: Director/staff explanation of practices and programs; visitor observation of practices and programs.

PD-10 Emergency Information

DNA if out-of-camp activities never occur. DNA to trips of three nights or more (must score PT section).

Does the camp implement a policy that specifies when the leader of out-of-camp activities must possess emergency information for each member of the group, that includes:

1. **Copy of health history,**
2. **Insurance information, if available, and**
3. **Signed permission-to-treat forms or a signed religious waiver exempting the participant from medical treatment?** YES NO

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See applicability box (page 106).

Interpretation: Out-of-camp activities includes trips to museums, ball games, overnight sites, staffed public facilities, etc., when groups are away from the resources of the camp for a period of time. Overnight

camping trips of two nights or less are scored here, as differentiated from longer trips scored in the PT section (page 165).

This standard does not require that the emergency information always be with out-of-camp groups on short trips. It does require the camp to have a policy indicating when such records are to be with the group.

Compliance Demonstration: Director/staff description of policy and implementation.

PD-11 Details and Designated Person

DNA if out-of-camp activities never occur. DNA to trips of three nights or more (must score PT section).

MODE	NOTES

See applicability box (page 106).

Does the camp require the following details for out-of-camp activities be planned in advance and made known to a designated person remaining in the main camp:

1. **Roster of participants,**
2. **Departure and return times,**
3. **Inclement weather plans,**
4. **Route to be taken, and**
5. **Plans for communications with the designated person in the main camp?** YES NO

Interpretation: "Roster of participants" may be a complete list or a previously identified group (e.g., patrol, cabin, unit, etc.), with any exceptions noted. "Plans for communications" should identify times and means of contact that are planned in advance and made known to all parties. This should coordinate with the communications plan established in standard OM-17 (page 81).

Compliance Demonstration: Director/staff explanation procedures and implementation.

SPECIALIZED PROGRAM ACTIVITIES

(EXCEPT aquatics, adventure/challenge, and horseback riding, which are scored in separate sections).

This subsection applies to any specialized program activity offered by the camp for campers, staff or user groups, whether on camp property, at public sites or facilities, or on the property or facilities of another camp, when the program activity meets one or more of the following criteria:

1. The activity utilizes equipment, animals, or tools whose use by campers requires supervision by a person skilled in their use (such as archery, bicycles, all-terrain vehicles (ATVs), go-karts, gymnastics, power tools, model rocketry, lacrosse, or shooting sports).
2. The activity involves camper use of fire (such as fire building for cookouts), or camper use of heat-producing equipment or substances (such as woodburning tools or kilns).
3. The activity requires injury-protection equipment such as helmets, goggles, or padding (such as in wrestling or fencing).

A camp that offers multiple programs that meet these criteria (e.g., bicycling and gymnastics) must meet the standards for EACH of those specialized activities. Noncompliance in ANY activity under a particular standard results in a NO score for the standard, even if other activities comply.

The Specialized Program Activities standards are scored for activities conducted or arranged by the camp for campers and staff, or for user groups for whom the camp is providing staff leadership and equipment. If user groups are providing their own leaders or equipment for specialized program activities, these standards are not scored. However, user groups should be advised of any requirements or conditions for use (see standard PD-5). Camps should consider the requirements of the specialized activity standards when establishing guidelines for user groups.

If specialized activities are never conducted or arranged by the camp, DNA PD-12 through PD-24 and proceed to the Program — Aquatics section (page 119).

CAMPS WITH SPECIALIZED PROGRAM STAFF AND EQUIPMENT

Standards PD-12 through PD-16 are applicable to all camps who provide specialized program activities for campers, staff, or groups. Camp staff are responsible for the activities and equipment.

Camps who ONLY use staffed public facilities or providers and NEVER provide their own specialized program activities should DNA PD-12 through PD-16 and proceed to PD-17.

PD-12 Supervisor Qualifications

Does the camp provide an overall supervisor for each type of specialized activity who is an adult with certification or documented training and experience in that type of activity? YES NO

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Interpretation: The intent of this standard is that there be at least one person in camp who is certified/documented/experienced in each of the activities offered, who is giving supervision to the conduct of each identified activity. This person needs the knowledge and experience to make judgements concerning participants, equipment, facilities, safety considerations, supervision, and procedures for the activity. This supervisor needs to provide training and supervision to enable specialized activity leaders to carry out their responsibilities but does not necessarily need to be present at each activity.

Documentation of training must be available for each type of activity if more than one is identified (e.g., archery and riflery).

Compliance Demonstration: Visitor observation of written documentation of certification, training or experience for each type of specialized activity offered.

PD-13 Staff Skill Verification

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See applicability box (page 111).

Does the camp have written evidence that the skills of each staff member to teach or assist in specialized program activities are verified and evaluated by the camp prior to leading activities? YES NO

Interpretation: It is the camp's responsibility to verify skills, based on recommendations of authoritative sources, even of persons with certifications. Staff should be evaluated prior to leading any specialized activities.

Compliance Demonstration: Visitor observation of written documentation of skills evaluation; director/staff explanation of the process.

PD-14 Supervision of Activity Leaders

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See applicability box (page 111).

Does the camp have documentation of regular observations by supervisors to verify that specialized activity leaders:

1. **Enforce established safety regulations,**
2. **Provide appropriate instruction to participants,**
3. **Identify and manage environmental and other hazards related to the activity, and**
4. **Apply appropriate emergency procedures related to the activity and the participants?** YES NO

Interpretation: The key to a camp's effectiveness is its staff. A key to staff effectiveness is appropriate training followed by supervision, reinforcement, coaching, correcting, and instruction as needed. The intent of this standard is that supervisors document observations of leaders conducting program activities with participants. Such documentation may include checklists, copies of performance evaluations, or notes taken by supervisors.

"Regular observations" means on a schedule determined by the camp based on factors such as the complexity of the program, length of season, and background of instructors.

This standard differs from standard HR-20 (page 98) in that this standard deals specifically with documented observation of staff members leading program activities with participants. Standard HR-20 deals with general supervision of camper/staff interaction and does not require documentation.

"Supervisors" of specialized activity leaders may have different titles such as Activity Specialists, Head Instructors, Activity Coordinator, or the supervision may be given by a Program Director or Camp Director who has appropriate qualifications. These individuals have the responsibility to train and oversee individual activity leaders or assistants.

In Part 1, "established safety regulations" may include general camp safety regulations developed in standard OM-8 (page 76) or those regulations established for a specific activity or areas.

In Part 2, "appropriate instruction" means the teaching is tailored to the age, ability level, and special needs of participants.

In Part 3, "environmental hazards" may include those related to weather, terrain, or other natural conditions such as animals, poisonous plants, etc.

In Part 4, supervisors may not have an opportunity to observe staff responding to actual emergencies. However, activity leaders do need to be oriented to common health concerns associated with that activity such as preventing and treating burns if leading a fire-building activity, and so forth. All activity leaders need to be oriented to a plan to get help when needed.

Compliance Demonstration: Visitor observation of documentation of observation; visitor observation of randomly selected activities.

PD-15 Controlled Access

Are procedures in practice to control access to specialized activity area(s)? YES NO

Interpretation: The intent of this standard is to avoid potentially hazardous situations while the area is in use. Procedures may include such things as scheduling, education, posted regulations, or a physical barrier. For staffed public facilities or providers, procedures may be those designated by the camp for its own campers as well as access control features of the public facility.

Compliance Demonstration: Director/staff explanation of access control procedures; visitor observation of activity area(s).

MODE	NOTES

See applicability box (page 111).

PD-16 Equipment Availability

Does the camp implement a policy that specialized program activity equipment is available for use by participants only when a qualified adult activity leader is present and safety rules are in practice? YES NO

Interpretation: Access to specialized equipment should be limited to qualified activity leaders and applies to both camper and staff use of equipment. "Qualified" means the activity leader at least meets the requirements of standard PD-13. Levels of qualification may vary due to the age of participants and content of the activity session. Equipment may include bows and arrows, bicycles, motorized vehicles, BB guns, gymnastics bars, kilns, and so on. At staffed public facilities, camp procedures in addition to the facility or provider procedures may limit campers' use of specialized equipment.

Compliance Demonstration: Director/staff explanation of policy's implementation; visitor observation of activities.

MODE	NOTES

See applicability box (page 111).

ALL SPECIALIZED PROGRAM ACTIVITIES IN AND OUT OF CAMP

Standards PD-17 through PD-24 are applicable to all specialized program activities, including those provided or staffed by the camp AND those conducted at staffed public facilities.

All camps score PD-17 through PD-24.

PD-17 Operating Procedures

MODE NOTES

Does the camp implement written operating procedures for each type of specialized activity, based on information from authoritative sources, that include at least:

1. **Eligibility requirements for participation,**
2. **Camper/staff supervision ratios,**
3. **Identification of appropriate protective equipment,**
4. **Safety regulations, and**
5. **Emergency procedures?**

and, when the camp is conducting the activity,

6. **Equipment maintenance procedures, and**
7. **Identification of safety concerns related to the use area?**

YES NO

Interpretation: The intent of this standard is that for each of the activities identified for these standards, there be ratios, safety regulations, and emergency procedures specific to the locations, participants, and program characteristics. When using staffed public facilities or providers, operating procedures may be a combination of those from the facility or vendor and those of the camp. For example, ratios established may include staff from the public facility; safety regulations and emergency procedures may identify some regulations from the camp for behavior management, boundaries or emergency communication, while referencing the facility's established safety regulations for the activity.

"Equipment maintenance procedures" should at least designate persons responsible for maintenance, frequency of checks, and expectations concerning equipment storage. "Safety concerns of the use area" refers to maintaining the use area free from observable hazards, the use of impact-absorbing materials in key locations, etc.

See Appendix E (page 209) for additional considerations on operating procedures.

Compliance Demonstration: Visitor observation of written operating procedures for each of the identified activities.

PD-18 Safety Orientation

Does the camp require that participants be provided a safety orientation before engaging in specialized program activities? YES NO

Interpretation: The safety orientation should include safety rules and regulations, safety signals and practices to be used as appropriate, and necessary information on the characteristics and boundaries of the area. When using staffed public facilities or providers, the camp may supplement the safety orientation of the facility with specific safety regulations for campers.

Compliance Demonstration: Director/staff description of orientation procedures; staff/camper description of orientation.

MODE	NOTES

See applicability box (page 114).

PD-19 Competency Demonstration

Does the camp require that participants using equipment or vehicles be strictly monitored until competency is demonstrated? YES NO

Interpretation: Due to the possible dangers involved in the misuse of equipment or vehicles, staff should monitor campers carefully as they are learning. Staff members (from the camp or from the public facility) should provide coaching, practice, and modeling as the campers strive for competency. This may include monitoring the skills of spotters for gymnastics, checking ability of drivers to control go-karts, properly wearing appropriate safety gear, etc.

Compliance Demonstration: Director/staff description of procedures.

MODE	NOTES

See applicability box (page 114).

PD-20 Target Sport Safety

DNA if target sport activities are never provided.

Does the camp require that participants in target sports utilize clear safety signals and range commands to control both the activity at the firing line and the retrieval of targets and arrows? YES NO

Interpretation: Common sense and caution are critical for safe implementation of target sport activities. Safety signals and range commands are the instructions given by the activity leader to assure the orderly and safe operation of the range. Serious consequences can occur if participants are lacking knowledge or the proper respect for the potential danger involved with the unsafe use of target sport equipment.

Compliance Demonstration: Visitor observation of activities; staff description of procedures used.

MODE	NOTES

See applicability box (page 114).

MODE NOTES

See applicability box (page 114)

PD-21 Protective Headgear

DNA if motorized vehicle activities or bicycling are never provided.

Does the camp require the use of protective headgear by all participants (campers and staff) in motorized vehicle activities and in bicycling? YES NO

Interpretation: "Motorized vehicle activities" may include motorcycles, go-karts, ATVs, and so forth. Helmets used should be designed specifically for the activity being conducted, as construction standards vary with different activities. Helmets may be supplied by the camp or by the staffed public facility or provider. Camps may require use of protective headgear in other activities (such as roller blading or fencing), as appropriate, even though not specifically required by the standards.

Compliance Demonstration: Visitor observation of activities; director/staff description of policy's implementation.

MODE NOTES

See applicability box (page 114)

PD-22 Go-Kart Safety

DNA if go-karts are never used.

Does the camp require that go-karts used be equipped with roll bars and restraint devices? YES NO

Interpretation: In addition to the required roll bars, appropriate restraint devices include seat belts, harnesses, or restraining bars. Camp go-karts as well as go-karts at public facilities must be properly equipped.

Compliance Demonstration: Visitor observation of go-karts; director/staff description of policy's implementation.

MODE NOTES

See applicability box (page 114)

PD-23 ATV Safety

DNA if ATVs are never used.

Does the camp implement policies for use of ATVs that include:

1. **ATVs operated by persons under the age of 16 are equipped with engines smaller than 90cc and steps have been taken to control the speed capability of these vehicles,**
2. **No passengers are allowed, and**
3. **ATVs are not operated on paved or public roads?** YES NO

Interpretation: Camps who choose to utilize ATVs for programming (in camp or at a public facility) should be familiar with safety studies and be following recommendations of manufacturers and safety groups such as the Consumer Product Safety Commission. Restrictions in size

and power are required because young campers generally do not have the physical size and coordination to operate such vehicles safely, according to manufacturers. In addition, young campers may not have the experience and judgement necessary to operate a motorized vehicle.

While three-wheeled ATVs are no longer produced, some do still exist and are in use. However, the use of three-wheeled ATVs is universally banned by all groups, and many youth organizations prohibit the use of any ATVs (including four-wheeled ATVs) by their participants.

Compliance Demonstration: Visitor observation of ATVs in use; director/staff description of use and procedures.

PD-24 Public Provider of Specialized Activities

DNA is camp never uses staffed public facilities or providers for specialized program activities.

Does the camp implement a policy to select only provider(s) of specialized program activities who:

A. **Provide an adequate number of instructors/leaders whose qualifications have been verified by the provider?** YES NO

B. **Utilize equipment that is appropriate in size and type and is in good repair?** YES NO

MODE	NOTES

See applicability box (page 114).

Interpretation: Information about the facility's instructor qualifications, equipment, and operating procedures may be found in promotional materials or in the leasing/use agreement, or may be verified by personal observation and inquiry by a camp representative. Qualifications, ratios, and procedures must be consistent with those recommended by appropriate authoritative sources.

Compliance Demonstration: Director description of policy and procedures used in selection.

Program — Aquatics

SECTION PA

Many camps offer aquatic activities as a major program element for campers. Swimming and boating activities take place in and on pools, ponds, lakes, rivers, oceanfronts, and creeks. Safety is a central concern in all aquatic activities and the Aquatics standards set high expectations for trained and certified supervision, appropriate safety precautions, and well-planned emergency procedures.

APPLICABILITY

The Aquatic standards are to be applied to all instructional and recreational aquatic activities including, but not limited to, swimming, boating, waterskiing, sailboarding, SCUBA diving, rafting, waterpark activities, tubing, diving, and synchronized swimming.

The aquatic standards may not be applicable to activities conducted near bodies of water or in shallow water, if the water depth or conditions are such that a person in the water (intentionally or unintentionally) could be helped by someone trained in elementary, nonswimming forms of rescue. However, if lifeguarding precautions may be required due to water depth or conditions (such as current or temperature), the Aquatic standards apply. For example, fishing activities that take place from a pier with no protective railing may require a guard if the water is more than a few feet deep. Likewise, fishing activities at the edge of a gently sloping pond may be supervised by noncertified personnel with appropriate training.

The aquatic standards are applicable as follows:

1. Standards PA-1 through PA-14 are applicable to:
    a. In camp: facilities and aquatic programs under supervision of either camp staff or user group personnel; and
    b. Away from camp: aquatic activities occurring away from the camp when camp staff are responsible for supervision of the activity.
2. A camp that uses only staffed public facilities or providers (see definition) for aquatic activities must score PA-29 through PA-35.
3. A camp that has aquatic activities in camp AND uses staffed public facilities or providers for some activities must score PA-1 through PA-35.
4. Aquatic activities occurring as part of tripping or travel programs (three nights or more) are scored by the Trip and Travel standards (section PT, page 165).

Icon Legend

	Day Camp
	Resident Camp
	Short Term Residential
	Rental/User Group
	Written Documentation Required

Use of commercial vessels operated by licensed personnel, such as ferries and fishing boats for hire, need NOT be scored under the aquatic standards. However, even when the Aquatics standards are not scored, administrators should consider the requirements of the standards when selecting activities and locations.

Definitions

Aquatic activity: Any activity, whether recreational or instructional, occurring in, on, under, or near water.

Aquatic area: The physical site of a specific aquatic activity. The aquatic area for swimming may be a pool, a lake, the ocean front, or other body of water. On a lake, there may be several aquatic areas, such as one for swimming, another for watercraft activities, and another for waterskiing.

Certification: As used in these standards denotes that the individual holds the appropriate level of certification, and that such certification is current (earned or recertified within the past three years).

Equivalent certification: Certification granted or renewed in the past three years by an approved aquatics certifying organization. The certifying body recognizes the certification as appropriate for the activity or aquatics area identified in the standard. See Appendix W (page 247) for a list of commonly-used certifying bodies. A list of approved courses will be revised/updated annually by ACA.

Lifeguard or **guard:** A staff member with the certification to provide lifeguarding and rescue skills in a specific water environment (i.e., pool, waterfront, surf, waterpark, etc.).

Lookout: Sometimes called "watcher" or "observer," may be any non-certified staff member assigned by and under the direct supervision of certified aquatic personnel; used in addition to certified persons to be additional "eyes" watching swimmers or boaters.

PFD: As used in these standards denotes a U.S. Coast Guard approved Type I, II, III, or V Personal Flotation Device (PFD). Check ACA resources for further information.

Personal watercraft: A craft that uses an inboard motor powering a water jet pump as the primary source of power and which is designed to be operated by a person sitting, standing, or kneeling *on* rather than *in* the boat. Jet skis are an example.

Staffed public facility or **Public aquatic service provider:** A facility not on the camp site, such as a public pool or waterpark; or a vendor providing equipment and access to an aquatic site or facility, such as a white-water guiding company. Persons other than the camp staff are responsible for the site, equipment, and supervision of the activity. Staff may accompany a group and may assist in supervision of campers, but are not responsible for supervision of the activity. Also includes the use of another camp's facility.

Watercraft: All small craft (i.e., canoes, sailboats, rowboats, kayaks, etc.), paddleboats, personal watercraft, motorboats, and fishing boats. Also includes sailboards, innertubes, waterskis, rafts, etc.

OVERALL AQUATICS MANAGEMENT

Applies to all aquatic activities, including swimming and watercraft activities, staffed by the camp AND by user groups.

Camps that use ONLY staffed public facilities and NEVER conduct aquatic activities of their own or provide aquatic facilities for user groups should DNA standards PA-1 through PA-28 and proceed to standard PA-29.

Note: Mandatory standards are listed at the beginning of the swimming, watercraft, and public sites subsections. Due to the diversity and complexity of various camp aquatic programs and these standards, it is not practical to have the mandatory standards at the very beginning of this section.

PA-1 Aquatics Supervisor Qualifications

DNA when user groups provide their own aquatic personnel.

MODE NOTES

To provide overall supervision to the aquatic facility, staff, and program operation of each aquatic area, does the camp provide a staff member who meets the following qualifications:

A. **Certification — holds or has evidence of having held one of the following certifications:**

   1. **Lifeguard training from a nationally-recognized certifying body, or**
   2. **Swim Instructor certification from a nationally-recognized certifying body, or**
   3. **Instructor or Instructor Trainer rating from a nationally-recognized boating or watercraft organization, or**
   4. **Equivalent certification?** YES NO

B. **Experience or training — has at least six weeks previous experience in a management or supervisory position at a similar aquatic area or has completed additional aquatics management or supervision training from a nationally-recognized aquatics organization?** YES NO

C. **Age — is at least 21 years old?** YES NO

Interpretation: Current certification is preferred, but a qualified, experienced individual to oversee and administer aquatics programs is more important. Certification alone does not indicate that an individual has administrative experience in the broader aspects of aquatic management. Separate aquatic activities in camp such as swimming and watercraft activities may have separate staff persons serving in this function, or one person may be supervising all aquatic areas.

"Additional aquatics management or supervision training" goes beyond lifeguard training and is intended to provide training in facility management and personnel supervision. See Appendix W (page 247) for approved certifying bodies.

Compliance Demonstration: Visitor observation of certification card(s); director/staff description of qualifications.

PA-2 Supervision of Activity Leaders

DNA when user groups provide their own aquatic personnel.

MODE NOTES

See applicability box (page 121).

Does the camp have documentation of regular observations by supervisors to verify that aquatic activity leaders:

1. **Enforce established safety regulations,**
2. **Provide appropriate instruction, and**
3. **Identify and manage environmental and other hazards related to the activity?** YES NO

Interpretation: A key to staff effectiveness is appropriate training followed by supervision and providing reinforcement, coaching, correcting, and instruction as needed. The intent of this standard is that supervisors document observations of leaders conducting aquatic activities with participants. Such documentation may include checklists, copies of performance evaluations, or notes taken by supervisors.

This standard differs from standard HR-20 (page 98) in that this standard deals specifically with documented observation of staff members leading aquatic activities with participants. Standard HR-20 deals with general observation of camper/staff interaction and does not require documentation.

"Supervisors" of aquatic activity leaders may have different titles such as Waterfront Director, Sailing Specialist, Pool Director, Lake Activity Coordinator, etc. These individuals have the responsibility to train and oversee individual aquatic activity leaders or assistants.

"Regular observations" means on a schedule determined by the camp based on factors such as the complexity of the aquatics program, length of season, and background of the aquatics staff.

In Part 1, "established safety regulations" may include general camp safety regulations developed in standard OM-8 (page 76) and/or those regulations established for a specific activity or areas in standard PA-5.

In Part 3, "other hazards" may include equipment hazards such as chlorine leaks, and hazards associated with the physical condition of participants (endurance, tiredness, and cold, etc.). "Management" of hazards may include marking dangerous areas, reminding campers of boundaries, getting equipment repaired, having rest breaks for swimmers, and so forth.

Compliance Demonstration: Visitor observation of documentation; visitor observation of randomly selected activities.

PA-3 Lookouts

DNA when lookouts are not used or when user groups provide their own aquatics personnel.

Does the camp implement policies that require:

1. **Lookouts be oriented to their responsibilities,**
2. **Lookouts be required to demonstrate elementary forms of nonswimming rescue?** YES NO

Interpretation: Orientation for lookouts should include procedures for enforcement of safety regulations, their role and responsibility in assisting with accident and emergency procedures, and expectations for routine aquatics supervision.

Compliance Demonstration: Director/staff explanation of procedures being implemented.

MODE	NOTES

See applicability box (page 121).

PA-4 Supervision Ratios

Does the camp implement written procedures that specify:

A. **Minimum ratios of aquatic-certified persons and lookouts on duty for each type of aquatic activity?** YES NO

B. **Ratios for supervision of campers and youth groups include a minimum of two staff members at all times, at least one of whom is an adult?** YES NO

C. **All aquatic-certified persons and lookouts be attentive to their responsibilities at all times and located in positions from which they can continuously observe and readily assist participants?** YES NO

MODE	NOTES

See applicability box (page 121).

Interpretation: Ratios for each activity should be established in accordance with the type of activity, the area, and the characteristics of the participants. Camps may seek the recommendations of authoritative sources. See also Appendix V (page 245) for factors to consider. When user groups provide their own aquatics personnel, they must be advised of the camp's aquatic supervision and ratio requirements.

In Part B, the intent is to ensure that at least two trained persons are available at all times and at least one of the staff members is 18 years old or older. In many situations, only one of these persons needs certification if the second person has been trained to carry out secondary duties (i.e., maintaining surveillance, clearing the area, contacting additional help, etc.) in event of an emergency situation. "Staff members" in this standard may be from the camp or the user group.

In Part C, "certified persons and lookouts" (see definitions) need to be readily available in guard chairs, on docks, in boats, etc., depending on the activity and the area.

Compliance Demonstration: Visitor observation of written ratios and/or written advice to user groups; visitor observation of randomly selected aquatic activities; director/staff description of procedures to provide required coverage.

PA-5 Safety Regulations

MODE	NOTES

See applicability box (page 121).

Are safety regulations:

A. Established in writing by the camp for all aquatic activities? YES NO

B. Communicated:

1. **When the camp provides aquatics personnel — participants are oriented to regulations prior to their participation, and/or**
2. **When user groups provide aquatics personnel — user group personnel are provided with written regulations with instruction to orient group members prior to their participation?** YES NO

Interpretation: Regulations should be specific to the aquatic area and activity and may include those regulations established to meet other standards, such as minimum ratios (standard PA-4), safety systems (standard PA-9), lookout responsibilities (standard PA-3), evaluation and classification of participants (standard PA-10), and use of PFDs (standard PA-23). Regulations may also include such things as weather restrictions, pool rules, watercraft regulations, navigation rules, diving restrictions, safety signals or commands, warning systems, behavior rules, and nonswimmer restrictions. Use of water recreation equipment such as inflatable, floating trampolines and towable sleds may require specific safety regulations.

Compliance Demonstration: Visitor observation of written safety regulations; director/staff description of orientation procedures; visitor observation of written instruction to user groups, when applicable.

PA-6 Emergency Procedures

Are emergency procedures:

A. Established in writing by the camp for all aquatic activities? YES NO

B. Rehearsed or communicated:

1. **When the camp provides aquatics personnel — camp aquatics personnel periodically rehearse the written procedures, and/or**
2. **When user groups provide aquatics personnel — user group personnel are provided with written procedures that identify at least:**
   - **a. Features and hazards of aquatic areas available,**
   - **b. Emergency and rescue equipment available,**
   - **c. Location of nearest phone, and**
   - **d. Emergency resource contact information?** YES NO

MODE	NOTES

See applicability box (page 121).

Interpretation: Procedures and rehearsals should be specific to each aquatic area and the activities conducted there. "Features and hazards" of aquatic areas include such things as currents, submerged rocks, shallow areas, boundaries of swimming and watercraft areas, and so forth.

When user groups provide their own aquatics personnel, camps must have a procedure for informing those responsible for the safety of user groups of the safety procedures and equipment available to them.

Compliance Demonstration: Visitor observation of written procedures; director/staff description of rehearsals; visitor observation of written information for user groups, when applicable.

PA-7 First Aid Kits

DNA when user groups provide their own aquatics personnel.

Is a first aid kit, stocked with emergency supplies appropriate to the location including personal protective equipment, accessible to each aquatic area? YES NO

MODE	NOTES

See applicability box (page 121).

Interpretation: The extent of first aid supplies immediately available to first aiders may depend on the location of additional emergency help and supplies. For example, a first aid kit at the lake or river may need to be more extensive than one at a pool located next to the camp health center. Staff supervised groups going off-site must be sure to carry appropriate emergency supplies.

"Personal protective equipment" to prevent the spread of bloodborne pathogens should include at least a pocket mask or other breathing barrier and disposable gloves.

Compliance Demonstration: Visitor observation of first aid kits at aquatic areas.

PA-8 Wheelchair Procedures

MODE NOTES

See applicability box (page 121).

DNA if persons in wheelchairs are never near bodies of water (natural or constructed).

Do safety regulations include procedures to protect persons in wheelchairs which require:

1. **In small craft, seatbelts or ties be removed from persons in wheelchairs, and**
2. **On docks or near bodies of water, some form of physical barrier is used to prevent wheelchairs from accidentally rolling into the water?** YES NO

Interpretation: Precautions are necessary to be sure that persons in wheelchairs are not pulled into the water with the chair in an accident. If persons remain in their wheelchairs in small craft, belts must be removed. In areas near the water, belts may be used if some other physical barrier such as a lip or railing is used on the dock. This should be included as part of safety regulations (see standard PA-5) and given to user groups.

Compliance Demonstration: Director/staff description of procedure utilized with persons in wheelchairs and in instruction to user groups; visitor observation when possible.

PA-9 Safety Systems

MODE NOTES

See applicability box (page 121).

Does the camp require that safety systems to quickly account for all participants be used at all aquatic activities? YES NO

Interpretation: The "buddy system" is a common example of a tracking or safety system for swimmers. Other systems may be employed to meet this standard. Tag boards and equipment checkout systems may be more appropriate for boating or other aquatic activities.

When user groups provide their own supervision for aquatic activities, they must be advised to use safety systems and informed of any equipment available (such as a buddy board) to support the camp's established system.

Compliance Demonstration: Visitor observation of randomly selected aquatic activities; director/staff description of the system(s) in use and instruction to user groups.

PA-10 Participant Classification

Does the camp implement a system to:

1. **Evaluate and classify participants' swimming abilities, and**
2. **Assign participants to areas, equipment, facilities, and activities commensurate with their abilities?** YES NO

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See applicability box (page 121).

Interpretation: A swim test is not necessarily implied for all activities. Participants may be interviewed and placed in appropriate activities or areas until actual skills are demonstrated. For example, for short-term recreational swims, procedures may specify that participants must remain in shallow water until they demonstrate their ability to swim a certain distance (before they are allowed in deeper water). When user groups provide their own aquatics personnel, they must be advised of camp requirements for evaluation and use of equipment.

Even if assignment to the activity presumes beginner or nonskilled level for everyone, individuals should still be evaluated to identify any fears or conditions that could affect their safety.

Compliance Demonstration: Director/staff description of evaluation and assignment procedures, and of instruction to user groups.

PA-11 Swimming Pools

DNA if camp does not have a swimming pool.

Do camp swimming pool(s) meet the following:

A. **Minimum safety criteria:**
   1. **Access to pool is controlled by a fence or other physical barrier,**
   2. **Water depths are clearly marked,**
   3. **Routine maintenance procedures appear to be in practice to address sanitation and safety concerns, and**
   4. **Pool rules are posted in a visible location?** YES NO

B. **Rescue equipment is readily available and in good repair?** YES NO

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See applicability box (page 121).

Interpretation: "Sanitation and safety concerns" include such things as appropriate chemical storage, covered drains, nonskid decks, ladders and diving boards in good repair, clear water, and absence of dirt, debris and algae. Some states require a Certified Pool Operator to manage camp pools. A person with this certification will have training in pool chemistry, testing, treatment, filtration, maintenance, government requirements, and so forth.

"Pool rules" may include items such as no glass in pool area, no running, no diving in shallow end, etc.

In Part B, "rescue equipment" should include at least reaching devices, rescue tubes, and a backboard that meets minimum specifications established by rescue and training organizations.

Compliance Demonstration: Visitor observation of pool area, posted signs and equipment; staff description of maintenance and sanitation procedures.

PA-12 Natural Bodies of Water

DNA if camp does not have a natural body of water.

MODE NOTES

See applicability box (page 121).

Do natural bodies of water used for aquatic activities in camp meet the following:

A. Minimum safety criteria:

1. **Access is controlled to docks, watercraft, and equipment,**
2. **Rules for use of aquatic areas and equipment are posted in a visible location,**
3. **Known hazards are eliminated or activities near them are controlled,**
4. **Facility equipment is regularly checked and maintained, and**
5. **Separate areas are designated for aquatic activities?** YES NO

B. Rescue equipment is readily available and in good repair? YES NO

Interpretation: Controlling access to bodies of water does not necessarily imply physical barriers, but may also include methods such as education and posting regulations. Access to watercraft and equipment may be more easily controlled with locks and barriers.

"Hazards" in bodies of water at camp, such as drop-offs, currents, and submerged objects, should be eliminated when possible or clearly designated with warnings.

"Facility equipment" includes things such as docks, ladders, secured rafts, diving boards, etc. A system for safety checks and regular maintenance should be in place for camp equipment.

"Areas for separate activities" (e.g., boating, swimming, waterskiing, fishing, etc.) may be designated by physical markers or by education, regulations, or scheduling. Swimming areas should have a clearly defined shallow area for nonswimmers and defined areas for diving if permitted. Swimming areas for nonswimmers may be defined by ropes, buoys, booms, or deck markings; diving areas may be marked or posted, or designated in regulations.

In Part B, "rescue equipment" should include items such as backboards, rescue tubes, reaching devices, or designated rescue crafts, as appropriate to the activity.

Compliance Demonstration: Visitor observation of aquatic areas, posted signs and equipment; director/staff description of procedures in use.

PA-13 Aquatic Sites Away from Camp

DNA if pools or natural bodies of water away from the camp site are never used.

Does the camp implement procedures for use of pools or natural bodies of water away from camp that require:

A. The following conditions be met:

1. **Campers and staff are oriented to rules and boundaries,**
2. **Trained staff assess water and weather conditions to identify hazards and determine appropriate activities,**
3. **Camper access is limited, as appropriate,**
4. **Facility and equipment appear to be in good repair?** YES NO

B. Rescue equipment is readily available and in good repair? YES NO

MODE NOTES

See applicability box (page 121).

Interpretation: Camp staff are responsible for instruction or guarding aquatic activities at pools, beaches, lakes, and rivers, and for general camper supervision. Rules, boundaries, schedules, responsibilities, communication, etc., should be reviewed with all persons prior to participation.

Trained staff must evaluate possible hazards in pools and other bodies of water and limit access and activities as necessary. Such hazards include waves, rip tides, currents, lightning, and winds.

"Controlling access" may include methods such as education and scheduling. For example, at a public beach, the camp may want to designate specific times for camp participants to be in the water.

"Facility and equipment" include things such as docks, ladders, secured rafts, diving boards, watercraft, life jackets, etc. Camp staff may need to limit activities if equipment is in obvious disrepair.

In Part B, "rescue equipment" should include items such as backboards, rescue tubes, reaching devices, or designated rescue crafts, as appropriate to the activity.

Compliance Demonstration: Director/staff description of areas and procedures in use; visitor observation of aquatic areas when possible.

MODE NOTES

See applicability box (page 121)

PA-14 Camper Supervision Off Site

DNA if camp never takes campers to aquatic sites away from camp.

Are staff accompanying campers to aquatic facilities trained on written procedures that specify their supervisory roles and responsibilities? YES NO

Interpretation: Written procedures for supervision of campers at aquatic sites away from camp need to clarify camp staff responsibilities for such things as location, behavior management, communication, and health-related matters. Responsibilities of staff will vary depending on the location, type of activity, and clientele.

Compliance Demonstration: Visitor observation of written camp procedures; director/staff explanation of training and supervision practices.

SWIMMING

Applies to recreational and instructional activities such as aquatic exercise, diving, surfing, snorkeling, skin diving, and water slides, as well as swimming.

All swimming activities in camp, whether staffed by the camp or staffed by user groups, and all swimming activities away from the camp that are staffed by the camp are scored in *PA-15 through PA-19.

If NO swimming activities occur, or if camps use ONLY staffed public facilities for swimming, DNA *PA-15 through PA-19 and proceed to *PA-20.

MANDATORY

MODE NOTES

*PA-15 Lifeguard Qualifications

To guard each swimming activity, does the camp provide, or is each user group advised in writing to provide, a staff member who has:

***A. Certification as a lifeguard by a nationally-recognized certifying body or equivalent certification?** YES NO

DNA when lifeguards are not provided by the camp.

***B. Written documentation that he or she has demonstrated skill in rescue and emergency procedures specific to the aquatic area and activities guarded?** YES NO

Interpretation: This standard applies to both instructional and recreational swimming activities. Staff use of aquatic facilities during their free time is covered in standard *PA-16. SCUBA activities are scored in standard *PA-18. See Appendix W (page 247) for information on approved certifying bodies.

"Demonstrated skill" in Part B refers to the ability to execute the skills represented by certification, in the location (e.g. pool, ocean, river, etc.) and specific to the aquatic activity guarded. These skills must be verified and documented by the camp aquatics supervisor.

This standard also applies to nonstaffed public facilities (e.g. hotel pool, state park beach, etc.). In these situations, camps use their own staff, who must meet the requirements of this standard.

Compliance Demonstration: Visitor observation of certification cards, documentation, and/or written instructions to user groups; director/staff description of implementation; visitor observation of randomly selected swimming activities.

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*PA-16 Staff Swimming

DNA if camp swimming facilities are never available for staff use.

For camp STAFF use of swimming facilities, does the camp implement a written policy that requires certified lifeguards be present at all times, and do procedures specify when guards or lookouts must be out of the water? YES NO

Interpretation: Camp policy may state no staff use during times when regular activities and guards are not scheduled. Factors such as age, type of facility, size of group, time of day, and regular aquatic schedule should be considered.

Staff use of swimming facilities is primarily a seasonal staff concern. The standard is not intended to regulate use of aquatic facilities by year-round resident site staff and their families who swim at times not connected to camp programming.

Leaders or staff with user groups are considered part of the group and subject to the requirements for groups (see standard *PA-15).

Compliance Demonstration: Visitor observation of written policy; director/staff description of procedures.

MANDATORY

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See applicability box (page 130)

*PA-17 First Aid/CPR

MANDATORY

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See applicability box (page 130).

Does the camp require, or advise user groups in writing to provide, a staff member to be on duty and accessible at each separate swimming location (i.e., pool, lake, river) who has:

A. Certification from a nationally-recognized provider in first aid, including training on bloodborne pathogens? YES NO

***B. Certification from a nationally-recognized provider in age-appropriate cardiopulmonary resuscitation (CPR) that includes the use of breathing devices (e.g. pocket masks)?** YES NO

Interpretation: The certified staff member may be from the camp or the user group. Camps must advise user groups of requirement in contract or other written instruction.

Certification dates need to be verified for currency since CPR must be renewed every one or two years and most first aid and aquatics certifications are valid for three years. See Appendix W (page 247) for information on approved certifying bodies.

For nonmedical religious camps, a person meeting the qualifications specified in writing by the religious program to meet emergency situations must be on duty and accessible.

Compliance Demonstration: Visitor observation of certification card(s); observation of written instruction to user groups.

*PA-18 SCUBA Diving

MANDATORY

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See applicability box (page 130).

DNA if SCUBA diving does not occur.

Whenever SCUBA diving occurs, does the camp provide, or are user groups advised in writing to provide, an adult supervisor with current SCUBA Instructor rating from a nationally-recognized certifying body? YES NO

Interpretation: Because supervision and rescue skills required for SCUBA diving activities are specialized and different than those for other aquatic activities, an instructor rating from appropriate training providers is required. See Appendix W (page 247) for information on approved certifying bodies.

Compliance Demonstration: Visitor observation of certification card(s); observation of written instruction to user groups.

PA-19 Swimming Lessons

DNA if swimming lessons are not provided.

For all instructional swimming activities, does the camp provide or are user groups advised in writing to provide:

A. **A swim instructor with certification from a nationally-recognized certifying body or equivalent certification?** YES NO

B. **A lifeguard or lookout who is out of the water continuously watching over the activity if the instructor is in the water with participants?** YES NO

DNA if noncertified instructional assistants are not used.

C. **Noncertified instructional assistants who function under the direct supervision of a certified instructor (as in Part A), follow the specific directions of that instructor, and have demonstrated elementary rescue skills?** YES NO

MODE	NOTES

See applicability box (page 130).

Interpretation: A swimming instructor does not necessarily have lifeguard certification. If the instructor is not also a lifeguard, an additional certified lifeguard is necessary to maintain compliance with mandatory standard *PA-15. In Part B, if the instructor in the water is also a lifeguard, a lookout may be used.

"Noncertified instructional assistants" are teaching assistants without current instructor certification who are under the immediate supervision and direction of the certified instructor. See Appendix W (page 247) for information on approved certifying bodies.

Compliance Demonstration: Visitor observation of certification cards; director/staff description of procedures; observation of written instruction to user groups; visitor observation of swimming lessons.

WATERCRAFT ACTIVITIES

Watercraft activities include all use of small craft (e.g., canoes, sailboats, rowboats, kayaks, rafts, paddleboats, personal watercraft, motorboats, and fishing boats). Also includes boardsailing, tubing, waterskiing, rafting, etc.

All watercraft activities in camp, staffed by the camp or staffed by user groups, and all watercraft activities away from camp that are staffed by the camp are scored in *PA-20 through PA-28.

If NO watercraft activities occur, or if the camp uses ONLY staffed public facilities or providers for watercraft activities DNA *PA-20 through PA-28 and proceed to *PA-29.

Definitions

Small craft: Recreational watercraft up to 26 feet in length, such as canoes, kayaks, sailboats, rowboats, ski boats, rafts, paddleboats, etc.

Boardsailing: Also called sailboarding, windsurfing; operating a nonmotorized, one-person sailing craft.

Personal watercraft: A craft that uses an inboard motor powering a water jet pump as the primary source of power and which is designed to be operated by a person sitting, standing, or kneeling *on* rather than *in* the boat.

Rules of the road: Rules that are intended to prevent collisions on the water by establishing right-of-way in different situations.

MANDATORY

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***PA-20** **Watercraft Supervisor Qualifications — Youth**

DNA to all-adult groups, families, and staff.

To supervise each watercraft activity for DAY AND RESIDENT CAMP programs and for YOUTH GROUPS, does the camp provide, or is the user group advised in writing to provide, a staff member who has:

***A Certification — holds one of the following:**

1. **Instructor rating in the appropriate craft from a nationally-recognized certifying body, or**
2. **Lifeguard training from a nationally-recognized certifying body, or**
3. **Other acceptable certification or license?** YES NO

DNA when user groups provide their own aquatics personnel.

***B. Documented skills and training in water rescue and emergency procedures specific to the location and the activities?** YES NO

Interpretation: All boating activities in day and resident camps must have an appropriately certified person on duty with rescue skills appropriate to the activity and the aquatic location. Because most lifeguard training courses are pool-based, camps must be certain staff also have appropriate boating training and rescue skills (see Part B).

"Other acceptable certification or license" includes certifications and licenses accepted by ACA to meet the certification requirements of this standard. For example, persons certified in white-water rescue are deemed to have acceptable certification for those activities which take place on white water. See Appendix W (page 247) for information on approved certifying bodies. See Appendix V (page 245) for guidelines to determine how many aquatic-certified persons are required when multiple aquatic activities are occurring at the same time, such as canoeing and sailing.

Youth groups include youth user groups as well as short-term residential programs provided by camp for youth. User groups should be advised in contracts or other written instructions of appropriate certification requirements for aquatics personnel.

This standard also applies to nonstaffed public facilities. In these situations, camps use their own staff, who must meet the requirements of this standard.

In Part B, "documented skills and training" in water rescue and emergency procedures refers to the ability to execute rescue skills in the location (e.g. lake, ocean, river, etc.) and specific to the watercraft activity supervised. Certification courses listed in Part A may or may not include rescue and emergency training specific to the craft and location. Therefore camps may need to provide or arrange for additional training to meet the requirements of Part B.

Compliance Demonstration: Visitor observation of certification cards/licenses and/or written instruction to user groups; documentation of skills and training; visitor observation of randomly selected watercraft activities.

*PA-21 Watercraft Safety — Adults, Families, Staff

DNA to day and resident campers and youth groups.

For ALL-ADULT GROUPS, FAMILIES with the parent(s) present and supervising, and STAFF use of watercraft, does the camp have written evidence that participants are:

1. **Supervised by certified personnel (see standard *PA-20), or**
2. **Instructed to implement written procedures that specify:**
   a. **PFDs be worn by all persons at all times,**
   b. **Safety regulations be followed, and**
   c. **A designated checkout system be utilized?** YES NO

MANDATORY

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See applicability box (page 134).

Interpretation: "All-adult group" means every member of the group participating in the activity is at least 18 years of age. "Family group" means the parent or guardian is supervising his or her own children. When other people's children are involved, standard *PA-20 must be met.

Staff use of watercraft is primarily a seasonal staff concern. The standard is not intended to regulate use of watercraft by year-round resident site staff and their families whose use occurs at times not connected to camp programming.

The purpose of the checkout system is to assure that someone in camp is aware that adults, families or staff on time-off are utilizing watercraft and is checking to see that all persons are accounted for. This system may identify the persons involved, the equipment in use, the approximate area of use and the time of return.

Compliance Demonstration: Visitor observation of written policies; director/staff explanation of implementation.

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*PA-22 First Aid/CPR

MANDATORY

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See applicability box (page 134)

Does the camp provide, or advise user groups in writing to provide, a staff member to be on duty and accessible at each separate boating location (i.e., lake, river) who has:

A. Certification from a nationally-recognized provider in first aid, including training on bloodborne pathogens? YES NO

***B. Certification from a nationally-recognized provider in age-appropriate cardiopulmonary resuscitation (CPR) that includes the use of breathing devices (pocket masks)?** YES NO

Interpretation: The certified staff member may be from the camp or the user group. Camps must advise user groups of requirement in contract or other written instruction.

Certification dates may need to be verified for currency since CPR must be renewed every one or two years and most first aid and aquatics certifications are valid for three years. See Appendix W (page 247) for information on approved certifying bodies.

For nonmedical religious camps, a person meeting the qualifications specified in writing by the religious program to meet emergency situations must be on duty and accessible.

Compliance Demonstration: Visitor observation of certification cards, and written instruction to user groups.

PA-23 PFDs

Does the camp implement a policy that PFDs which are safe for use be worn by all persons in watercraft activities? YES NO

MODE	NOTES

See applicability box (page 134).

Interpretation: PFDs (personal flotation devices), or life jackets, are to be worn by all campers and staff in all types of small craft such as canoes, rowboats, and sailboats, and on sailboards, water skis, etc. Life jackets must be appropriate for the type of water and the activity. Check ACA resources for further information.

"Safe for use" means that life jackets are:

1. Coast Guard approved,
2. Of proper type, size, and fit for each user,
3. Sufficiently buoyant to support designated weight, and
4. In serviceable condition (clasps, zippers, etc., are in working condition).

Life jackets must be worn on all watercraft under 26 feet in length. For crafts over 26 feet in length, regulations that are applicable as determined by regulating organizations governing the body of water in use should be followed. Local regulations may also mandate use of PFDs for certain types of watercraft or certain ages. When user groups provide their own aquatics personnel, they must be advised of camp policies on use of PFDs.

Exception: Because PFDs interfere with correct technique of crew-shell rowing, competitive crew shells are exempt from this standard if the following conditions are met: a motorized safety craft carrying enough PFDs for all participants is within close proximity to the shell at all times; and if a nonswimmer is aboard a crew shell, he or she must wear a PFD.

Compliance Demonstration: Visitor observation of life jacket use in randomly selected watercraft activities; director/staff description of procedures and implementation.

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PA-24 Personal Watercraft

MODE NOTES

See applicability box (page 134).

DNA if personal watercraft are never used.

Is personal watercraft use by anyone under the age of 16 prohibited? YES NO

Interpretation: The use of personal watercraft in camps for other than rescue operations should be evaluated in light of environmental concerns, local regulations that may restrict their use, and recommendations of manufacturers and watercraft law administrators.

Camps who choose to utilize personal watercraft for programming should be familiar with safety studies and be following recommendations of manufacturers and safety groups such as the Consumer Product Safety Commission. Age restrictions are required because young campers generally do not have the physical size and coordination to operate such craft safely, according to manufacturers. In addition, young campers may not have the experience and judgement necessary to operate a motorized craft.

User groups must be advised of camp's policies on personal watercraft use.

Compliance Demonstration: Director/staff description of policy and implementation; visitor observation of watercraft use.

PA-25 Watercraft Activity Orientation

MODE NOTES

See applicability box (page 134).

Do procedures specify that all persons using watercraft be provided the following training prior to use:

1. **Boarding and debarking, trimming, and movement on the craft,**
2. **The use of life jackets, and**
3. **Self-rescue in case of capsize or swamping?** YES NO

Interpretation: This standard applies to the use of all watercraft including sailboats, rowboats, canoes, sailboards, rafts, as well as motorized boats by camp staff, campers and other participants. Training may be provided by camp staff or user group leaders.

Training in the use of life jackets may include floating in life jackets to test fit and acquaint participants with buoyancy supplied, if participants' physical condition and/or water conditions permit.

Training in self-rescue may include an actual "tip test" for appropriate craft, where conditions permit.

Compliance Demonstration: Visitor observation of randomly selected watercraft activities when possible; director/staff description of training procedures or instructions to user groups.

PA-26 Watercraft Instruction

DNA if watercraft instruction is not offered.

Does the camp provide or is the user group advised in writing to provide a staff person to conduct watercraft instruction who has the following qualifications:

DNA A if canoeing, sailing, and rowing instructional activities not conducted.

A. Instructor rating in the appropriate craft (e.g., canoeing, sailing, rowing) from a nationally-recognized certifying body OR documentation of experience indicating knowledge and skill in teaching and supervision specific to the watercraft activities conducted? YES NO

DNA B if other aquatic activities such as waterskiing, boardsailing, jet skiing, etc., not conducted.

B. Instructor rating in the activity from a nationally-recognized certifying body in the aquatic activity (i.e., waterskiing) OR documented experience indicating specific knowledge and skill in teaching the activity? YES NO

Interpretation: lessons. If this person is not also qualified to "guard" the activity, camps will need a second individual to maintain compliance with mandatory standard *PA-20. The level of skill and experience required of the instructor will vary with the aquatic area and type of activity. Supervising rowing on a shallow pond does not require the same level of expertise as instructing waterskiing on a large lake.

Compliance Demonstration: Visitor observation of certification cards or other documentation of training and experience, or of written instruction to user groups.

MODE	NOTES

See applicability box (page 134).

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MODE	NOTES

See applicability box (page 134).

PA-27 Motorized Watercraft Training

DNA if motorized boats or personal watercraft are never used.

Does the camp have written evidence that all operators and drivers are provided training prior to use of motorboats and personal watercraft that includes:

A. **Procedures for:**

1. **Orientation to federal, state, and local watercraft laws including speed restrictions, operator age, and carriage requirements,**
2. **Familiarization with common "rules of the road" and boater courtesy,**
3. **Safely loading and unloading passengers, including downed skiers if applicable,**
4. **Dealing with mechanical failure, and**
5. **Refueling?** YES NO

B. **On-the-water training in the specific type of watercraft to be used which includes:**

1. **Use of throttle, shift, and steering, and**
2. **Securing the craft at pier, dock, or mooring?** YES NO

Interpretation: "Motorized boats" includes ski boats, safety boats, personal watercraft, outboards, etc.

"Carriage requirements" vary according to state and local regulations as well as the size of the vessel. Some requirements may include minimum numbers of PFDs, bells or whistles, visual distress signals, and fire extinguishers that must be on board.

While the level or amount of training has not been specified by the standard, the intent is to provide boat-specific training even for individuals who may have experience operating motorized boats. It is particularly important for drivers to be oriented to site-specific speed limits and no-wake zones.

Training may be provided by camp staff or user group leaders. Training records are required for camp-use motorized boats; written policies are required for user groups if camp is not providing supervision.

Compliance Demonstration: Visitor observation of training records for camp staff and campers or written policy for user groups.

PA-28 Watercraft Maintenance

DNA to watercraft and equipment not provided by the camp.

Does the camp implement procedures for safety checks and regular maintenance for each of the following as applicable:

1. **Motorized boats, including personal watercraft and ski boats, and**
2. **Nonmotorized watercraft such as sailboards, canoes, rowboats, and rafts?** YES NO

MODE NOTES

See applicability box (page 134).

Interpretation: Items used in the operation of the craft such as paddles, motors, tow-ropes, sails, etc. are to be included in the procedures for safety checks and maintenance.

Compliance Demonstration: Visitor observation of watercraft; director/staff description of procedures.

STAFFED PUBLIC FACILITIES OR PROVIDERS

Applies to all swimming and boating activities at staffed public aquatic facilities and sites away from camp, including public pools and waterparks, lakes and rivers, and ocean sites. Includes vendors providing equipment, staff and access to an aquatic site, such as a white-water guiding company. Persons other than camp staff are responsible for the site, equipment, and supervision of the activity. Staff may accompany a group and may assist in the supervision of campers, but are not responsible for supervision of the activity. Also includes the use of another camp's staffed facility.

If camp NEVER uses staffed public facilities, DNA *PA-29 through PA-35.

*PA-29 Public Providers of Swimming

DNA if the camp never uses staffed public facilities for swimming.

MANDATORY

Does the camp implement a written policy to use only staffed public swimming facilities or providers who have persons on duty who have:

MODE NOTES

***A. Lifeguarding certification (as in standard *PA-15)?** YES NO

***B. Certification in first aid and CPR (as in standard *PA-17)?** YES NO

Interpretation: This standard applies to all swimming activities at staffed public facilities, whether instructional or recreational. The

camp must have assurances that the qualifications required by this standard are met. Such assurances may be in a letter from the facility manager, advertised personnel requirements for guard positions, or local laws or regulations.

If the camp is using a nonstaffed public facility, such as an unguarded motel pool or wilderness lake, standard *PA-15 must be scored.

Compliance Demonstration: Visitor observation of written policy; director explanation of verification of guard qualifications.

MANDATORY

MODE NOTES

See applicability box (page 141).

*PA-30 Public Providers of Boating

DNA if the camp never uses staffed public facilities or providers for watercraft activities.

Does the camp implement a written policy to use only staffed public facilities for watercraft activities who have persons on duty who hold:

***A. Appropriate watercraft certification (as in standard *PA-20)?** YES NO

***B. Certification in first aid and CPR (as in standard *PA-22)?** YES NO

Interpretation: This standard applies to all watercraft activities at staffed public facilities, whether instructional or recreational. The camp must have assurances that the qualifications required by this standard are met. Such assurances may be in a letter from the facility manager, advertised personnel requirements for guard or guide positions, or local laws or regulations.

If the camp is using a nonstaffed public facility, standard *PA-20 must be scored.

Compliance Demonstration: Visitor observation of written policy; director explanation of verification of guard or supervisor qualifications.

MODE NOTES

See applicability box (page 141).

PA-31 PFDs

DNA if watercraft activities are not provided.

Does the camp implement a policy that PFDs which are safe for use be worn by all persons in watercraft activities? YES NO

Interpretation: PFDs (personal flotation devices), or life jackets, are to be worn by all campers and staff in all types of small craft such as canoes, rowboats, and sailboats, and on sailboards, water skis, etc. Life jackets must be appropriate for the type of water and the activity. Check ACA resources for further information on types of PFDs.

"Safe for use" means that life jackets are:

1. Coast Guard approved,
2. Of proper type, size, and fit for each user,
3. Sufficiently buoyant to support designated weight, and

4. In serviceable condition (clasps, zippers, etc., are in working condition).

Life jackets must be worn on all watercraft under 26 feet in length. For crafts over 26 feet in length, regulations that are applicable as determined by regulating organizations governing the body of water in use should be followed. Local regulations may also mandate use of PFDs for certain types of watercraft or certain ages.

Compliance Demonstration: Director/staff description of procedures and implementation; visitor observation of life jacket use when possible.

PA-32 Watercraft Activity Orientation

DNA if watercraft activities are not provided.

Do procedures specify that all persons using watercraft be provided the following training prior to use:

1. **Boarding and debarking, trimming, and movement on the craft,**
2. **The use of life jackets, and**
3. **Self-rescue in case of capsize or swamping?** YES NO

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See applicability box (page 141).

Interpretation: This standard applies to the use of all watercraft including sailboats, rowboats, canoes, sailboards, rafts, and motorized boats. Training in self-rescue may include an actual "tip test" for appropriate craft, where conditions permit.

Compliance Demonstration: Director/staff description of training procedures; visitor observation of randomly selected watercraft activities.

PA-33 Aquatic Sites

Does the camp implement procedures for use of public pools or natural bodies of water that require:

A. **The following conditions be met:**
   1. **Campers and staff are oriented to rules and boundaries,**
   2. **Trained staff assess water and weather conditions to identify hazards and determine appropriate activities,**
   3. **Camper access is limited, as appropriate,**
   4. **Facility and equipment appear to be in good repair?** YES NO

B. **Rescue equipment is readily available and in good repair?** YES NO

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See applicability box (page 141).

Interpretation: Rules, boundaries, schedules, responsibilities, communication, etc., should be reviewed with all persons prior to participation. Trained personnel must evaluate possible hazards in pools and other

bodies of water and limit access and activities as necessary. Such hazards include waves, rip tides, currents, lightning, and winds.

"Controlling access" may include methods such as education and scheduling. *For example, at a public beach, the camp may want to* designate specific times for camp participants to be in the water.

"Facility and equipment" include things such as docks, ladders, secured rafts, diving boards, watercraft, life jackets, etc. Camp staff may need to limit activities if equipment is in obvious disrepair.

In Part B, "rescue equipment" should include items such as backboards, rescue tubes, reaching devices, or designated rescue crafts, as appropriate to the activity.

Compliance Demonstration: Director/staff description of areas used and procedures in use; visitor observation of aquatic areas when possible.

PA-34 Camper Supervision

MODE NOTES

See applicability box (page 141).

Are staff accompanying campers to public aquatic facilities trained on written procedures that specify their supervisory roles and responsibilities? YES NO

Interpretation: Written procedures for staff supervision of campers at aquatic sites away from camp need to clarify responsibilities for such things as location, behavior management, communication, and health-related matters. Responsibilities of staff will vary depending on the location, type of trip, clientele, and staff available at the aquatic facility or contracted service.

Compliance Demonstration: Visitor observation of written camp procedures; director/staff explanation of training and supervision practices.

PA-35 Personal Watercraft

DNA if personal watercraft are never used.

MODE NOTES

See applicability box (page 141).

Is personal watercraft use by anyone under the age of 16 prohibited? YES NO

Interpretation: Camps who choose to utilize personal watercraft for programming should be familiar with safety studies and be following recommendations of manufacturers and safety groups such as the Consumer Product Safety Commission. Age restrictions are required because young campers generally do not have the physical size and coordination to operate such craft safely, according to manufacturers. In addition, young campers may not have the experience and judgement necessary to operate a motorized craft.

Compliance Demonstration : Director/staff description of policy and implementation.

Program — Adventure/Challenge

SECTION PC

For the purposes of these standards, adventure/challenge activities are those requiring spotting and/or belays. This includes challenge and ropes course activities, spelunking/caving, climbing (walls or sites), rappelling (towers or sites), initiative activities, zip lines, and similar activities.

APPLICABILITY

This section applies to any adventure/challenge activities offered or arranged by the camp, whether on camp property, at public sites or facilities, or on the property or facilities of another camp.

All camps, including trip/travel camps, which include any adventure/challenge activities as a part of the program, must score the PC section of the standards. The standards in the PC section are applicable as follows:

1. Camps with adventure/challenge facilities and activities under camp staff supervision score standards PC-1 through PC-15. Includes camps providing adventure/challenge staff and equipment for user groups.
2. Camps using staffed public facilities or providers (see definition) for adventure/challenge activities score standards PC-12 through PC-16.
3. Camps who have their own adventure challenge programs AND use staffed public facilities for some activities score standards PC-1 through PC-16.
4. If user groups provide their own leaders or equipment for adventure/challenge activities, these standards are not scored. However, user groups should be advised of any requirements or conditions for use (see standard PD-5 page 105). Camps should consider the requirements of the PC standards when establishing guidelines for user groups.

Definitions

Authoritative sources: Published standards, guidelines, or other instructional materials from nationally recognized organizations or experts in a particular activity. See Appendix W (page 247) for a list of resources.

Staffed public facility or provider: Facility not on the camp site, or vendors providing equipment and access to an adventure/challenge site or facility, with persons other than camp staff responsible for the site, equipment, and supervision of the activity. Staff may accompany a group and may assist with supervision of campers, but are not responsible for supervision of the activity. Also includes the use of another camp's facility.

Icon Legend	
	Day Camp
	Resident Camp
	Short Term Residential
	Rental/User Group
	Written Documentation Required

CAMPS WITH ADVENTURE/CHALLENGE STAFF AND EQUIPMENT

Standards PC-1 through PC-11 are applicable to all camps who provide adventure/challenge activities for campers, staff, or groups. Camp staff are responsible for the activities and equipment.

Camps who ONLY use staffed public facilities or providers and NEVER provide their own adventure/challenge programs should DNA PC-1 through PC-11 and proceed to PC-12.

MODE NOTES

PC-1 Adventure/Challenge Supervisor

Are adventure/challenge activities under the overall supervision of an adult staff member who has certification or documented training or experience from a recognized organization or certifying body for the type of activities offered? YES NO

Interpretation: The intent of this standard is that there be at least one person on staff who is certified/documented/experienced in all adventure/challenge activities offered, who is giving supervision to the conduct of each type of adventure/challenge activity. This person needs the knowledge and experience to make judgments concerning participants, equipment, facilities, safety considerations, supervision and procedures for the activity. This supervisor does not necessarily need to be present at each activity, but does need to provide the training and supervision necessary for activity leaders to carry out their responsibilities in each type of adventure/challenge activity.

Documentation of training must be available for each category of adventure/challenge activity, if more than one type is offered (e.g., ropes course and caving).

A "recognized organization" includes national and regional resources for specific activities such as those offered by various appropriate authoritative sources or a course from a university or training center. See Appendix W (page 247) for a list of some authoritative sources.

Compliance Demonstration: Visitor observation of written documentation of certification, training, or experience for each type of adventure/challenge activity offered.

PC-2 Supervisor Qualifications

Does the overall supervisor of adventure/challenge activities have at least six weeks' experience in a management or supervisory capacity in similar type(s) of program(s)? YES NO

Interpretation: In addition to experience managing or supervising similar programs, an individual with experience assisting a supervisor of a similar program is considered appropriate to meet the requirements of this standard.

Compliance Demonstration: Director/staff explanation of qualifications.

MODE NOTES

See applicability box (page 146).

PC-3 Staff Skill Verification

Does the camp have written evidence that the skills of each staff member teaching or assisting in adventure/challenge activities are verified and evaluated by the adventure/challenge director or supervisor? YES NO

Interpretation: It is the camp's responsibility to verify skills, based on recommendations of authoritative sources, even of persons with certifications. Staff should be evaluated prior to leading any activities.

Compliance Demonstration: Visitor observation of written documentation of skills evaluation.

MODE NOTES

See applicability box (page 146).

PC-4 Supervision of Activity Leaders

Does the camp have documentation of regular observations by supervisors to verify that adventure/challenge activity leaders:

1. **Enforce established safety regulations,**
2. **Provide appropriate instruction to participants,**
3. **Identify and manage environmental and other hazards related to the activity, and**
4. **Apply appropriate emergency and rescue procedures related to the activity and the participants?** YES NO

Interpretation: The key to a camp's effectiveness is its staff. A key to staff effectiveness is appropriate training followed by supervision, reinforcement, coaching, correcting, and instruction as needed. The intent of this standard is that supervisors document observations of leaders conducting program activities. Such documentation may include checklists, copies of performance evaluations, or notes taken by supervisors.

MODE NOTES

See applicability box (page 146).

"Regular observations" means on a schedule determined by the camp based on factors such as the complexity of the program, length of season, and background of instructors.

This standard differs from standard HR-20 (page 98) in that this standard deals specifically with documented observation of staff members leading adventure/challenge program activities with participants. Standard HR-20 deals with general supervision of camper/staff interaction and does not require documentation.

"Supervisors" of adventure/challenge activity leaders may have different titles such as Activity Specialist, Head Instructor, Activity Coordinator, or the supervision may be given by a Program Director or Camp Director who has appropriate qualifications. These individuals have the responsibility to train and oversee individual activity leaders or assistants.

In Part 1, "established safety regulations" may include general camp safety regulations developed in standard OM-8 (page 76) and those regulations established for the specific activity or areas.

In Part 2, "appropriate instruction" means the teaching is tailored to the age, ability level, and special needs of participants.

In Part 3, "environmental hazards" may include those related to weather, terrain, or other natural conditions such as animals, poisonous plants, and so on.

In Part 4, because supervisors may not have an opportunity to observe staff responding to actual emergencies, supervisors should verify that staff know appropriate procedures. Staff should practice "rescue procedures" when adventure/challenge activities may require specific technical rescue procedures or equipment.

Compliance Demonstration: Visitor observation of documentation; visitor observation of randomly selected activities.

PC-5 Operating Procedures

MODE NOTES

See applicability box (page 146).

Does the camp implement written operating procedures for each type of adventure/challenge activity, based on information from authoritative sources, that include:

A. **Eligibility requirements for participation and minimum ratios of trained staff to participants required for each type of activity?** YES NO

B. **Identification of appropriate protective equipment and procedures for equipment maintenance and recordkeeping?** YES NO

C. **Safety regulations and emergency and/or rescue procedures?** YES NO

Interpretation: Camps that offer more than one type of adventure/challenge activity may have operating procedures that are combined for similar activities, with exceptions noted for any differences; or have separate procedures for each activity. Ratios and procedures must be

consistent with and based on recommendations of authoritative sources.

"Protective equipment" may include apparel (helmets, gloves, etc.), harnesses, or other safety gear. Operating procedures for equipment maintenance and recordkeeping should be consistent with recommendations from authoritative sources.

Safety regulations and emergency or rescue procedures should be specific to the activities, staffing, location and clientele.

Compliance Demonstration: Visitor observation of written operating procedures.

PC-6 Adventure/Challenge Equipment

Does the camp require that equipment used in adventure/challenge activities be appropriate to the size and abilities of users, and be stored in a manner to safeguard effectiveness? YES NO

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See applicability box (page 146).

Interpretation: Camp staff should follow specific guidelines from authoritative sources on sizing and storing equipment. Equipment may include apparel (helmets, gloves, etc.), harnesses, ropes, light sources for spelunking, or other gear. Storage should be available to keep equipment dry and protected from rodents, etc.

See Appendix W (page 247) for a list of commonly used authoritative sources.

Compliance Demonstration: Visitor observation of equipment storage and use; director/staff explanation of sizes available.

PC-7 Equipment Maintenance

Does the camp require:

A. **Safety checks of all equipment and elements prior to each use?** YES NO

B. **Written records of regular inspection and maintenance of all equipment and elements utilized in adventure/challenge activities?** YES NO

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See applicability box (page 146).

Interpretation: Camp staff should follow specific guidelines from authoritative sources on what to look for in conducting safety checks prior to each use. "Elements" refers to stations or events in ropes courses and challenge courses, and to climbing walls, rappelling towers, zip lines, Tarzan swings, etc. Safety checks should include the terrain and area surrounding the elements.

Authoritative source guidelines should also be followed on documentation needed for inspections, use, maintenance and replacement. Maintenance records for equipment include such things as hours of use and falls on climbing and belay ropes; inspection records for harnesses, carabiners, helmets, and webbing; and purchase, cleaning and replace-

ment dates for equipment. See Appendix W (page 247) for a list of commonly used authoritative sources.

Compliance Demonstration: Visitor observation of written documentation; director/staff description of procedures for safety checks.

PC-8 Equipment Access Control

MODE NOTES

See applicability box (page 146).

Does the camp implement a policy that adventure/challenge equipment is available for use only when a qualified adult activity leader is present and safety rules are in practice? YES NO

Interpretation: Access to specialized equipment should be limited to qualified activity leaders and applies to both camper and staff use of equipment. "Qualified" means the activity leader at least meets the requirements of standard PC-3. Levels of qualification may vary due to the age of participants and content of the activity session.

Compliance Demonstration: Director/staff explanation of policy's implementation; visitor observation of activities.

PC-9 Spotters and Belayers

MODE NOTES

See applicability box (page 146).

Does the camp require that spotters and belayers be:

A. **Instructed in proper procedures and directly supervised until competency is demonstrated?** YES NO

B. **Located in positions from which they can continuously observe (spot) and quickly assist any participant?** YES NO

Interpretation: All adventure/challenge activities (as defined at the beginning of this section) require some level of spotting or belaying. The level of instruction and competency required will vary, depending on the type of activity, the area, and the abilities of participants.

Compliance Demonstration: Visitor observation of activities; director/staff description of procedures.

CONSTRUCTED ADVENTURE/CHALLENGE AREAS

If camp does not have a ropes course, challenge course, climbing wall, rappelling tower, zip line, or other such constructed adventure/challenge area, DNA PC-10 and PC-11 and proceed to PC-12.

PC-10 Access Control

Is access to activity areas such as ropes courses, rappelling towers, zip lines, etc., controlled? YES NO

Interpretation: The intent is to prevent use by unauthorized or unsupervised persons, as well as to avoid potentially hazardous situations when the area is in use.

Procedures may include such things as education, posted regulations, scheduling, dismantling equipment, and/or physical barriers.

Compliance Demonstration: Visitor observation of activity areas; director/staff description of access control measures.

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PC-11 Annual Inspection

Does the camp have written evidence of annual inspection by qualified personnel of course elements for integrity of all hardware, materials, and equipment? YES NO

Interpretation: "Qualified personnel" have experience in construction and evaluation of courses and are following authoritative sources and peer-accepted practices in construction and inspection. See Appendix W (page 247) for a list of commonly used authoritative sources.

Compliance Demonstration: Visitor observation of written inspection report; director description of qualifications of person.

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ALL ADVENTURE/CHALLENGE ACTIVITIES IN AND OUT OF CAMP

Applicable to all adventure/challenge activities, including those provided or staffed by the camp AND those conducted at staffed public facilities.

All camps score PC-12 through PC-16.

PC-12 First Aider

MODE NOTES

Does the camp require a staff member to be on duty at adventure/challenge activities who has current certification from a nationally-recognized provider of training in first aid, including training on bloodborne pathogens? YES NO

Interpretation: "On duty" means readily available to render needed assistance. For adventure/challenge activities in camp, the first aider could be on duty in a centrally accessible area. Camps using public facilities may bring their own certified personnel, or may have a written policy that only facilities with appropriately certified personnel are used.

Nonmedical religious camps meet this requirement by providing a person meeting the qualifications specified in writing by the religious program to meet emergency situations. (See Glossary (page 187) for definition of nonmedical religious camps.)

Compliance Demonstration: Visitor observation of certification card(s); director/staff explanation procedure to provide coverage; and/or written policy for use of staffed public facilities.

PC-13 Safety Orientation

MODE NOTES

Does the camp require that participants be provided a safety orientation before engaging in adventure/challenge activities? YES NO

Interpretation: The safety orientation should include safety rules and regulations, proper use of protective equipment, safety signals and practices to be used as appropriate, and necessary information on the characteristics and boundaries of the area. When using staffed public facilities or providers, the camp may supplement the safety orientation of the facility with specific safety regulations for campers.

Compliance Demonstration: Director/staff description of orientation procedures; staff/camper description of orientation.

PC-14 Competency Demonstration

Does the camp require that participants using adventure/challenge equipment or facilities be strictly monitored until competency is demonstrated? YES NO

Interpretation: Due to the possible dangers involved in the misuse of equipment or facilities, staff should monitor campers carefully as they are learning. Staff members (from the camp or from the public facility) should provide coaching, practice, and modeling as the campers strive for competency. Staff should maintain contact with participants to confirm that knots, harnesses, anchors, and other equipment are being used properly. Teaching skills progressively is important to the safe conduct of challenge activities and the acquisition of new skills.

Compliance Demonstration: Director/staff description of procedures.

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See applicability box (page 152).

PC-15 Protective Headgear

DNA if climbing, rappelling, spelunking, or high ropes activities are never provided.

Does the camp implement a policy that requires the use of protective headgear by all participants when rock climbing, rappelling, spelunking, or using high ropes course elements? YES NO

Interpretation: Leaders in the climbing community are strongly committed to requiring helmets when rock climbing. The intent of this standard is to assure use of helmets in natural rock climbing and rappelling, spelunking (caving), and on high ropes courses. A zip line is considered "high ropes," even if camps have no other high ropes course elements. When using artificial climbing walls where there is no danger from rocks falling on climbers, helmets are not universally required, and are considered optional for the purposes of this standard. However, the use of helmets in all climbing situations is good training for participants.

This standard is intended to apply to "all participants," which includes instructors and activity leaders.

Compliance Demonstration: Visitor observation of activities; director/staff explanation of policy's implementation.

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See applicability box (page 152).

PC-16 Public Providers of Adventure/Challenge Activities

MODE	NOTES

See applicability box (page 152).

DNA if camp never uses staffed public facilities or providers for adventure/challenge activities.

Does the camp implement a policy to select only staffed public provider(s) of adventure/challenge activities that:

A. **Provide an adequate number of instructors and leaders whose qualifications have been verified by the provider?** YES NO

B. **Utilize equipment that is appropriate in size and type and is in good repair?** YES NO

DNA if constructed elements or areas are never used.

C. **Utilize facilities and areas that meet nationally-recognized guidelines for construction and maintenance?** YES NO

Interpretation: Information about the facility's instructor qualifications, facilities, equipment, and operating procedures may be found in promotional materials or in the leasing/use agreement, or may be verified by personal observation and inquiry by a camp representative. Qualifications, ratios, and procedures must be consistent with those recommended by authoritative sources. See Appendix W (page 247) for a list of commonly used authoritative sources.

Compliance Demonstration: Director description of policy and procedures used in selection.

Program — Horseback Riding

SECTION PH

Many camps offer horseback riding to their participants, either on the camp property or at a separate facility. As in other specialized program activities, safety is a central concern. The Horseback Riding standards set high expectations for trained supervision, appropriate instruction and safety precautions, and well-planned emergency procedures.

APPLICABILITY

The Horseback Riding standards apply to all riding activities including, but not limited to, English riding, western riding, trail riding, bareback riding, ring work, vaulting, and pony rides.

All camps, including trip/travel camps, which include horseback riding as a part of the program must score the PH section of the standards. The Horseback Riding standards are applicable as follows:

1. Camps with horseback riding facilities and programs on camp property and under camp staff supervision score standards PH-1 through PH-12. Includes camps providing riding staff and equipment for user groups.
2. Camps using staffed public facilities or providers (see definition) for riding activities score standards PH-8 through PH-13.
3. Camps who have their own riding programs AND use staffed public facilities for some activities score standards PH-1 through PH-13.
4. If user groups provide their own riding leaders or equipment for horseback riding activities, these standards are not scored. However, user groups should be advised of any requirements or conditions for use (see standard PD-5, page 105). Camps should consider the requirements of the PH standards when establishing guidelines for user groups.

Definitions

Authoritative sources: Published standards, guidelines, or other instructional materials from nationally-recognized organizations or experts in a particular activity. See Appendix W (page 247) for a list of resources.

Staffed public facility or provider: A riding facility not on the camp site or vendors providing equipment and access to a program site or facility, with staff of the facility responsible for the site, horses, equipment, and for riding supervision and/or instruction. Camp staff may accompany a group and may assist in supervision of campers, but are not responsible for supervision of the activity. Also includes the use of another camp's facility.

Icon Legend

- Day Camp
- Resident Camp
- Short Term Residential
- Rental/User Group
- Written Documentation Required

Pony rides: Activities in which the horse or pony is led at a walk by a trained individual other than the rider, or the animal is controlled by a mechanical device that leads it at a walk. At no time is the rider expected or allowed to control the horse or pony and the rider usually is lifted on and off the animal or mounts from a mounting platform.

CAMPS WITH RIDING STAFF AND FACILITIES

Standards PH-1 through PH-7 are applicable to all camps who provide horseback riding activities or pony rides for campers, staff or groups. Camp staff are responsible for the site, horses and equipment.

Camps who ONLY use staffed public facilities and NEVER provide their own riding programs should DNA standards PH-1 through PH-7 and proceed to PH-8.

MODE NOTES

PH-1 Supervisor Qualifications

DNA to pony rides.

Does a staff member who meets the following qualifications oversee all horseback riding facilities, staff, and program operations:

A. Certification — holds one of the following:

1. Certification as an instructor from a nationally-recognized organization or riding school, or

2. Documented endorsements of successful experience in formal horseback riding instruction? YES NO

B. Experience — has at least six weeks management or supervisory experience at a horseback riding facility? YES NO

C. Age — is at least 21 years of age? YES NO

Interpretation: In Part A, "instructor" refers to completion of courses that require skills and competency in riding and which focus on riding instruction techniques, safety, as well as stable management. See Appendix W (page 247) for a list of organizations that offer such training.

"Documented endorsements" may include letters of reference from former employers, students, or co-workers, as well as brochures or advertisements announcing programs where the individual is listed as instructor. "Formal instruction" requires that the program for which the individual instructed was an established program, followed a systematic course of training, and required demonstration of prescribed levels of knowledge and competency.

In Part B, "experience" should include background in supervising a total operation including instruction, stable management, care and feeding of horses, scheduling, staff supervision, and equipment care.

Compliance Demonstration: Visitor observation of certification card or other documented evidence; director/staff explanation of qualifications.

PH-2 Supervision of Riding Staff

Does the camp have documentation of regular observations by supervisors to verify that riding staff:

1. **Enforce established safety regulations,**
2. **Provide appropriate instruction,**
3. **Identify and manage environmental and other hazards related to the activity and the participants, and**
4. **Apply appropriate emergency and rescue procedures related to the riding activities and participants?** YES NO

MODE NOTES

See applicability box (page 156).

Interpretation: A key to staff effectiveness is appropriate training followed by supervision, reinforcement, coaching, correcting, and instruction as needed. The intent of this standard is that supervisors document observations of riding staff conducting activities with participants. Such documentation may include checklists, copies of performance evaluations or notes taken by supervisors prior to, during, or following horseback riding activities.

"Regular observations" means on a schedule determined by the camp based on factors such as the complexity of the riding program, length of season, and background of riding instructors.

This standard differs from standard HR-20 (page 98) in that this standard deals specifically with documented observation of staff members leading horseback riding activities with participants. Standard HR-20 deals with general supervision of camper/staff interaction and does not require documentation.

In Part 1, "established safety regulations" may include general camp safety regulations developed in standard OM-8 (page 76) and those established specifically for riding activities.

In Part 2, "appropriate instruction" means the teaching is tailored to the age, ability level and special needs of the participants.

In Part 3, "hazards" may include such things as trail conditions, temperament and behavior of horses. The emotional state of participants (e.g. fear, excitement, endurance, etc.) may also constitute a hazard.

In Part 4, because supervisors may not have an opportunity to observe staff responding to actual emergencies, supervisors should verify that staff know appropriate procedures for handling possible emergencies (see standard PH-8).

Compliance Demonstration: Visitor observation of documentation of observations; visitor observation of riding activities.

PH-3 Supervision Ratios

MODE NOTES

See applicability box (page 156).

Do written policies specify:

A. **Minimum ratios of trained riding staff to participants required for each type of horseback riding activity?** YES NO

B. **Ratios for supervision of campers and youth groups that include a minimum of two staff members at all times, at least one of whom is an adult?** YES NO

Interpretation: Ratios should be established in accordance with those recommended by authoritative sources and appropriate to the type of riding activity, the characteristics of participants, and the riding area. Camps should also consider staff use of horses and equipment (i.e., during time off, days off, etc.) and establish policies that may include different ratios with trained riding staff. The certified/experienced staff member who oversees the camp horseback riding program is in the best position to determine appropriate ratios for each type of activity.

Staff should be instructed as to their location and responsibilities during specific activities. The layout of the physical facility, the instructional program, the nature of the trails, and the campers' skills are elements in planning for adequate supervision.

Compliance Demonstration: Visitor observation of written policies including ratios; director/staff explanation of implementation; visitor observation of randomly selected riding activities.

PH-4 Riding Equipment

MODE NOTES

See applicability box (page 156).

Does the camp require that riding equipment be safety-checked each day of use, and equipment that is not in good repair be removed from service? YES NO

Interpretation: Riding equipment should be appropriate for its intended use and sized correctly for both rider and horse. Riding equipment, including saddles, bridles, girths, ropes, etc., should be checked carefully for such things as excessive wear or deterioration. The equipment check should assure an adequate supply of appropriately-sized equipment for participants.

Compliance Demonstration: Visitor observation of equipment in use at riding activities; director/staff description of system in use.

PH-5 Classifying Horses

Before use by participants, do riding staff classify horses for various rider skill levels? YES NO

Interpretation: Evaluating horses is especially important early in the season when they have not been ridden regularly. Animal disposition can change from year to year, or with the addition of new horses. Staff should have comprehensive knowledge of the horses and their suitability for various riding levels.

Compliance Demonstration: Director/staff description of classification procedures.

MODE	NOTES

See applicability box (page 156).

PH-6 Horse Suitability

Does the camp require that riding staff check daily the physical soundness of each horse and remove unsound horses from the riding program? YES NO

Interpretation: A check for "physical soundness" includes checking for problems that may affect the performance or disposition of the horse, such as saddle sores, lameness, or a sore mouth.

Compliance Demonstration: Director/staff description of procedures used.

MODE	NOTES

See applicability box (page 156).

PH-7 Riding Facilities

Are stables, corrals, paddocks, and riding rings:

A. **Located away from living areas, with procedures in practice to control access?** YES NO

B. **Clean, free from accumulation of manure, and provided with a plentiful supply of fresh water?** YES NO

Interpretation: "Away from" means that living areas (other than those for persons caring for horses) are located far enough from livestock to avoid increased flies, insects, undue odor, increased dust and dirt, etc. Access may be controlled by such things as scheduling, education, or regulations, as well as with posted "off limits" signs and physical barriers. Campers should never be around the horses without supervision.

In Part B, water should be readily available, but should not create a safety hazard such as could be caused by having tubs of water inside the riding ring.

Compliance Demonstration: Visitor observation of stable and corral areas; director/staff description of procedures to maintain cleanliness and control access.

MODE	NOTES

See applicability box (page 156).

ALL RIDING ACTIVITIES IN AND OUT OF CAMP

Standards PH-8 through PH-13 are applicable to all riding activities, including riding activities provided or staffed by the camp AND those conducted at staffed public facilities.

All camps score PH-8 through PH-13.

PH-8 Safety Regulations and Emergency Procedures

MODE NOTES

Has the camp established written safety regulations and emergency procedures that are specific to the horseback riding activities offered? YES NO

Interpretation: "Safety regulations" include such things as requirements for helmets and boots, procedures for approaching horses, spacing and distance between horses while riding, procedures for riding near and crossing public roads, facility access and use limits, trail procedures, etc. If using a staffed public facility or provider, rules and procedures may be a combination of those established by the riding facility and those specified by the camp.

Emergency procedures should be identified for accidents such as a fall from a horse or injury from a kick. They should also include steps for responding to emergencies such as a runaway horse or situations occurring on trails away from the central camp area where transportation of victims must be considered. If using a staffed public facility or provider, emergency procedures may be a combination of those established by the riding facility and those specified by the camp.

Compliance Demonstration: Visitor observation of written regulations and procedures.

PH-9 Safety Orientation

MODE NOTES

Does the camp require that participants in all riding activities be oriented, prior to their participation, to established safety regulations and emergency procedures? YES NO

Interpretation: Orientation for campers, user groups and staff must be specific to the activities being offered and cover both safety regulations and procedures to follow in case of accident or emergency. For camps using staffed public facilities, rules and procedures may be a combination of those established by the riding facility and those specified by the camp for their participants.

Compliance Demonstration: Director/staff description of orientation procedures.

PH-10 First Aider

Does the camp require a staff member to be on duty at each riding activity who has current certification from a nationally-recognized provider of training in first aid, including training on bloodborne pathogens? YES NO

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See applicability box (page 160).

Interpretation: "On duty" means readily available to render needed assistance. For riding in a ring or corral in camp, the first aider could be on duty in a centrally accessible area. For trail rides, a first aider should be with the group. Camps using public facilities may bring their own certified personnel, or may have a written policy that only facilities with appropriately certified personnel are used.

Nonmedical religious camps meet this standard by providing a person meeting the qualifications specified in writing by the religious program to meet emergency situations. (See Glossary (page 187) for definition of nonmedical religious programs.)

Compliance Demonstration: Visitor observation of certification card(s); director/staff explanation of procedure to provide coverage; and/or written policy for use of staffed public facilities.

PH-11 Rider Classification

DNA to pony rides.

Does the camp require that riding staff:

1. **Evaluate and classify each participant's riding ability, and**
2. **Assign each participant to horses, equipment, and activities commensurate with his or her ability?** YES NO

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See applicability box (page 160).

Interpretation: This standard applies to instructional and recreational riding activities for individual campers, participants, and staff. Evaluation does not necessarily require a riding test. Participants may be interviewed and assigned to appropriate horses or activities in a controlled environment. Even if assignments presume beginner or nonskilled level for everyone, individuals should still be evaluated to identify experience with the activity, comfort level, or fears that could affect their safety. Actual skill should be demonstrated before taking participants on trail rides.

When using staffed public facilities, camp staff accompanying groups should see that campers are evaluated and assigned appropriately.

Compliance Demonstration: Director/staff description of procedures utilized.

MODE	NOTES

See applicability box (page 160).

PH-12 Rider Apparel

DNA to vaulting activities on a lunge line.

Do camp policies in practice require the following safety apparel be worn by campers and camp staff:

A. Protective headgear specifically designed for horseback riding? YES NO

DNA to pony rides.

B. Shoes or boots which provide protection from:

1. Injury from being stepped on by horses, and

2. If stirrups are used, feet becoming wedged into the stirrup (when stirrups are not specifically designed to prevent this occurrence)? YES NO

DNA to pony rides.

C. Long trousers? YES NO

Interpretation: Shoes or boots that have firm, hard coverings offer protection far beyond fabric tennis shoes or other soft-bodied shoes. A heel that prevents the shoe or boot from sliding too deeply into the stirrup can prevent the foot from becoming dangerously wedged. Lug-soled hiking boots and high-heeled fashion boots are not recommended for riding.

This standard does not require the camp to use a particular brand of helmet, but highly recommends one that is approved by the American Society for Testing and Materials (ASTM-approved). In consultation with authoritative sources, the camp administrator should determine the appropriate type of helmet based on the type and level of activity. Most horsemanship organizations (see Appendix W, page 247) can supply lists of protective headgear that have undergone safety tests and have met minimum criteria for protection. A helmet should fit the rider comfortably, not obscure the rider's vision, and be secured with a chin strap.

When using staffed public facilities, camps may choose to supply their own helmets for campers and staff if appropriate helmets are not supplied by the riding facility.

Compliance Demonstration: Visitor observation of horseback riding activity; director/staff description of policy and procedures in practice.

PH-13 Public Providers of Horseback Riding

DNA if camp never uses staffed public facilities or providers for riding activities.

Does the camp implement a policy to select only provider(s) of horseback riding activities that:

A. **Provide an adequate number of riding staff whose qualifications have been verified by the provider?** YES NO

B. **Provide physically sound horses suitable for the skill levels of participants?** YES NO

C. **Utilize equipment that is appropriate in size and type and is in good repair?** YES NO

Interpretation: Information about the facility's riding instructor qualifications, equipment, and operating procedures may be found in promotional materials or in the leasing/use agreement, or may be verified by personal observation and inquiry by a camp representative. Qualifications and ratios must be consistent with those recommended by appropriate authoritative sources.

Compliance Demonstration: Director description of policy and procedures used in selection.

MODE NOTES

See applicability box (page 160).

Program — Trip and Travel

SECTION PT

Many camps provide trip or travel opportunities for their campers, either as extensions of their day or resident camp programs or as stand-alone trip or travel programs. Small groups travel for three nights or more (many times in a wilderness setting) and rely on the leadership of only a few staff. Trip/travel groups do not have the stable, familiar resources of the camp community available to them. Different procedures, training, expertise and plans are necessary to help assure that groups have rewarding, safe experiences in a wide variety of environments.

APPLICABILITY

The Trip and Travel standards apply to any program conducted or sponsored by the camp in which a group moves from one site to another for THREE NIGHTS OR MORE. In backcountry and wilderness tripping, individuals move under their own power or by individually guided vehicle or animal (e.g., bicycle, horse, canoe). In travel camping, a group uses motorized transportation (e.g., van, bus, car, plane) to move from one site to another for experiences in different environments.

Because trip and travel participants stay overnight for multiple nights, trip and travel programs are considered specialty resident camp programs. Camps who offer trips must meet resident camp requirements for the trip/travel programs and participants.

Typically, three types of camps score the Trip and Travel standards:

1. Exclusive trip or travel camps, whose singular specialty is trip or travel camping. Often these programs have no permanent base site and do not score the Site and Food Service standards (section SF, page 17).
2. Resident camps who offer trips of three nights or more as one of their program options.
3. Day camps who offer trips of three nights or more as a special program option, often for experienced or older campers.

Most trip and travel activities involve transportation and contact with the public. Requirements of applicable standards in the Transportation (page 37) and Operational Management (page 71) sections apply to trips and should be considered by directors when planning such activities.

If, while tripping, traveling, or touring, campers also participate in specialized program activities such as horseback riding, rock climbing, bicycling, etc., the appropriate sections of the standards are also applicable and scored. Aquatic activities, however, on trips of three nights or more, are scored here in the Trip and Travel section and not in the Aquatics section (section PA, page 119).

Overnight and short trip activities of two nights or less (whether on or off camp property) are scored in the Program Design and Activities standards (section PD, page 101).

Icon Legend

	Day Camp
	Resident Camp
	Short Term Residential
	Rental/User Group
	Written Documentation Required

NOTE: Requirements for certified EMERGENCY AND FIRST AID PERSONNEL on trips are specified in the Health and Wellness section of standards (section HW, page 51).

Definitions

Authoritative sources: Published standards, guidelines, or other instructional materials from nationally-recognized organizations or experts in a particular activity. See Appendix W (page 247) for a list of resources.

Staffed public facilities or providers: Public facilities (e.g., public pools or stables), or vendors providing equipment and access to a site or facility (e.g., white water rafting company), with persons other than the camp staff are responsible for the site, equipment, and supervision of the activity. Camp staff members may accompany a group and may assist in supervision of campers, but are not responsible for supervision of the activity. Also includes the use of another camp's facility.

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***PT-1** **Trip Orientation**

Are all campers and staff required to participate in pretrip orientation that includes at least:

A. General information on:

1. **Safety regulations and emergency procedures for each activity conducted,**
2. **First aid procedures,**
3. **Health and sanitation practices,**
4. **Practices to protect the environment,**
5. **Areas that are off limits, and**
6. **Rendezvous times and places?** YES NO

***B. Specific information and training on how and where to obtain medical and emergency assistance on the trip?** YES NO

Interpretation: "Pretrip" orientation means before leaving the base site or location or, for camps with no base camp, during the first meeting of the group on the trip.

The training for Part B could include communication plans, preplanned contact points, what to do if separated from the group, identification of types of emergency assistance available in the trip area, and methods for obtaining assistance. The exact locations of assistance may be carried in various forms including maps which are marked with locations, addresses and phone numbers of known emergency medical facilities, phone number of the base camp or program office, and locations where phone or other emergency access is possible.

Compliance Demonstration: Director/staff description of orientation, information and training provided.

*PT-2 Aquatic Supervisor Qualifications

DNA if aquatic activities never occur during trip or travel programs.

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Does the camp have written evidence that all aquatic activities on trips are guarded and supervised by a staff member who has documented skills and training in water rescue and emergency procedures specific to the location and the activity, and

1. **For watercraft activities, has:**
    a. **Instructor rating in the appropriate craft, or**
    b. **Certification as a lifeguard from a nationally-recognized certifying body, or**
    c. **Other acceptable certification or license; and/or**
2. **For swimming activities, has:**
    a. **Certification as a lifeguard from a nationally-recognized certifying body, or**
    b. **Acceptable certification other than lifeguard as in Part 1, *and* participants are wearing PFDs?** YES NO

Interpretation: "Staff member," for the purpose of this standard, refers to a camp staff member or a staff person of the outfitter or aquatic organization/facility providing the instruction or supervision of the activity. If persons other than camp staff are on duty at the activity, the camp must have assurances that the qualifications required by this standard are met. Such assurances may be in the contract for services, in a letter from the facility manager, advertised personnel requirements for guard or guide positions, or local laws or regulations.

Documented skills must specifically address water rescue skills appropriate for the activity, the craft, and the type of aquatic area in use (e.g., white-water rafting, deep-lake canoeing, open-water sailing). Because most lifeguard training courses are pool-based, camps must be certain staff also have appropriate boating training and rescue skills. Certification courses listed may or may not include rescue and emergency training specific to the craft and location. Therefore camps may need to provide or arrange for additional training to meet the requirements of the standard.

"Other acceptable certification or license" means recognized by an ACA-approved certifying body as appropriate for the specific aquatic activity or area. See Appendix W (page 247) for information on approved certifying bodies.

In Part 2, the expectation of all national aquatic organizations is that all swimming activities be guarded by a trained lifeguard. If a certified lifeguard is not available on the trip, participants must wear life jackets to swim. If life jackets are not available (i.e., nonboating trip), swimming can occur only if a certified lifeguard is present.

Compliance Demonstration: Visitor observation of certification card(s) or licenses and documentation of skills; written evidence of policy for public facilities or service provider; director/staff description of policy's implementation.

MODE NOTES

PT-3 Trip Leader Qualifications

Does the camp require that each trip and travel group be led by a staff person who:

A. Possesses documented:

1. **Skills relevant to the trip or travel activities,**
2. **Endorsements or observations of good judgment and ability to assume leadership independently,**
3. **Experience or training in appropriately handling camper behavior, and**
4. **Experience on trips of similar size, duration, locale, mode of travel, and program focus?** YES NO

B. Is at least 21 years of age? YES NO

Interpretation: The intent is that one designated leader on each trip meets both the skill/experience requirements *and* the age requirement.

"Documented" evidence of qualifications may include evaluations of the staff member from previous trips, letters of reference referring to the requirements of the standard, evaluations from those who trained the staff member, or staff performance reviews from previous summers.

Compliance Demonstration: Director/staff explanation of leader qualifications; visitor observation of documentation of skills and experience.

MODE NOTES

PT-4 Supervision Ratios

Does the camp require that each trip and travel group be accompanied by:

1. **At least one staff member in addition to the leader, *or* if a group has a total of six or fewer participants who are all at least 14 years of age and have been selected and prepared to share leadership responsibilities and meet emergency situations, a minimum of one qualified trip and travel leader, and**
2. **Sufficient staff to meet or exceed camper/staff ratios that have been established in writing?** YES NO

Interpretation: A "qualified" trip and travel leader is one who meets the qualifications of standard PT-3. See also standard *HW-1 (page 53) which specifies requirements for certified first aid personnel on trips.

"Camper/staff ratios" should be no less than the minimums identified in standard HR-9 (page 91), and should be based on the activity, the area, and the characteristics and skills of the participants.

Compliance Demonstration: Director/staff description of trip staffing procedures; visitor observation of written ratios.

PT-5 Trip Staff Training

Does the camp have written evidence that trip and travel staff have been provided training, specific to the geography, climate, activities, and participants, to:

1. **Assess safety concerns and potential hazards of the activities,**
2. **Enforce safety regulations and provide necessary instruction, and**
3. **Handle potential emergency situations?** YES NO

MODE NOTES

Interpretation: "Training" may come from experience in leading similar programs, sessions conducted during staff orientation, and leadership development programs designed to train or certify trip or travel leaders.

Compliance Demonstration: Director/staff description of training provided; visitor observation of documentation of training.

PT-6 Evaluations of Trip Leaders

Does the camp have a system for evaluation of trip and travel leaders which documents that they:

1. **Enforce established safety regulations,**
2. **Provide appropriate instruction,**
3. **Identify and manage environmental and other hazards related to the activity, and**
4. **Apply appropriate emergency and rescue procedures related to the activity and the participants?** YES NO

MODE NOTES

Interpretation: The key to a camp's effectiveness is its staff. A key to staff effectiveness is appropriate training followed by supervision, reinforcement, coaching, correcting, and instruction as needed. The intent of this standard is that supervisors compile or gather evaluative feedback on the performance of trip and travel leaders on a regular basis. Supervisors of trip and travel activity leaders may have different titles such as Trip Director or Tripping Specialist, or the supervision may be given by a Program Director or Camp Director who has appropriate qualifications. The supervising person has the responsibility to train and oversee individual trip/travel leaders or assistants.

Because supervisors often cannot observe leaders on the actual trip, evaluations may include such things as observation of staff/camper interactions during pretrip and posttrip activities, feedback from other staff, self-evaluation forms, and evaluations or feedback from participants. Written evidence of evaluation may include checklists or forms, copies of performance evaluations, or notes taken by supervisors.

This standard differs from standard HR-20 (page 98) in that this standard deals specifically with evaluation of and documentation of the evaluation of staff members leading program activities with participants. Standard HR-20 deals with general supervision of camper/staff interaction and does not require documentation.

In Part 1, "established safety regulations" may include general camp safety regulations developed in standard OM-8 (page 76) and/or those regulations established for the specific trip and travel activity or areas.

In Part 2, "appropriate instruction" means the teaching is tailored to the age, ability level, and special needs of the participants.

In Part 3, "environmental hazards" may include those related to weather, terrain, public environments, or other natural conditions such as animals, poisonous plants, etc.

In Part 4, staff should rehearse "rescue procedures" when trip and travel activities may require specific technical rescue procedures or equipment.

Compliance Demonstration: Visitor observation of written documentation; director/staff explanation of implementation of evaluation system.

PT-7 Trip Requirements

MODE NOTES

For each type of trip and travel program, do written procedures specify:

A. **Eligibility requirements for participation?** YES NO

B. **A process to inform campers and their parents of the following, as appropriate:**

   1. **The availability and accessibility of emergency assistance,**

   2. **The nature of specific activities to be engaged in, and their risks, and**

   3. **The degree of difficulty or physical challenge required by the activities, and the camper's responsibility for maintaining a level of fitness necessary to participate in the activity?** YES NO

C. **Procedures to follow if a participant cannot continue with the trip or travel program?** YES NO

Interpretation: "Eligibility requirements" must be established for each type of trip and location, and should take into account age, experience, and type of participants as well as length of trip, location, and skill level required.

"Types of trips" include backcountry trips, tours to public attractions, contracted trips on rivers or oceans or in state or national parks, and urban trips and tours. Requirements and risks will vary and should be specified for each.

In Part B.1, "availability and accessibility of emergency assistance" includes distance and time from assistance, as well as available methods

for communicating the need for emergency assistance, such as radios, cell phones, and locators.

In Part B, 2, information should include such things as activities (e.g., rock climbing, white-water rafting, tent camping) included on the trip, the risks known to be associated with those activities (e.g., falling, bad weather), and general precautions the camp will take in conducting the activities. Camps should also provide information about the trip itinerary, mode of transportation to be used, etc.

The concern of Part B,3 is that camps fully explain the activities so that campers and parents know the nature and demands of the activity and understand the expectation that campers will not put themselves purposely at risk by not following safety rules, avoiding food or sleep, taking drugs that are not prescribed for them, etc.

In Part C, procedures for one who "cannot continue" may include addressing situations such as illness, injury, family emergency, or behavioral problems.

Compliance Demonstration: Visitor observation of written procedures; director/staff explanation of process used to inform campers and parents.

PT-8 Trip Procedures

Has the camp established written operating procedures for each type of trip and travel program that include at least:

1. **Safety regulations,**
2. **Provision of appropriate protective or rescue equipment,**
3. **Training for participants to prepare for foreseeable risks such as heat or cold related emergencies and other natural hazards,**
4. **Conditioning, warm-up, and activity sequence procedures where appropriate, and**
5. **Emergency and rescue procedures?** YES NO

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Interpretation: Operating procedures must be established for each type of trip and location. Examples include backcountry trips, tours to public attractions, contracted trips on rivers or oceans or in state or national parks, and urban trips and tours. Regulations, equipment, and training will vary and should be specified for each.

"Protective or rescue equipment" includes such items as first aid and emergency response supplies, signaling devices, communication devices, helmets, rescue ropes, and survival supplies, as appropriate for the trip or tour activities. "Conditioning, warm-up, and activity sequencing" should be based upon the skills needed to partake in the trip (for example, skills for extended white-water paddling or high altitude backpacking).

"Heat or cold related emergencies" include sunburn, sunstroke, dehydration, frostbite, hypothermia, snow blindness, etc. "Natural hazards" may include dangerous plants, animals, or terrain.

Compliance Demonstration: Visitor observation of written procedures.

MODE NOTES

PT-9 Pretrip Health Screening

DNA to nonmedical religious camps.

Does the camp require screening (as in standard HW-8, page 59) of each camper and staff member within 18 hours prior to departure for the trip, and are staff advised of any medications to be administered, allergies, or other concerns or restrictions? YES NO

Interpretation: The purpose of screening is to identify any observable evidence of illness, injury, or communicable disease that could affect trip participation, to review health histories and identify any personal medications that must be included in the trip health supplies, and to review the handling of current health concerns.

Where camp is solely a trip or travel camp and campers are screened upon arrival (standard HW-8), the camp is in compliance with pretrip screening IF counselors or trip and travel staff are continuously observing campers to identify observable evidence of illness or physical conditions that could affect trip participation.

Compliance Demonstration: Director/staff description of process/procedure.

MODE NOTES

PT-10 Trip Documentation and Emergency Information

Do procedures require that the trip or travel leader carry:

A. Emergency information for each member of the group, including:

1. Copies of health forms, and

2. Signed permission from parents or guardians of each minor to seek medical treatment or a signed religious waiver? YES NO

B. Documents that fully identify the group, its leadership, insurance coverage, and home base or contact? YES NO

Interpretation: See the Appendix D (page 203) for information on religious waivers.

Compliance Demonstration: Director/staff description of procedures; visitor observation of sample documents.

PT-11 Trip Itinerary

Do procedures require that a written itinerary be filed with the base camp or home office, or in the absence of a base camp, with a responsible individual, and with jurisdictional authorities when required? YES NO

MODE NOTES

Interpretation: Camp officials, and sometimes local authorities may need to contact a group with weather warnings or other emergency information. Emergency services personnel require information on routes if a group does not report in. In addition, itinerary details may be necessary should parents need to contact a participant in an emergency.

Compliance Demonstration: Director/staff description of procedures; visitor observation of written itinerary.

PT-12 Permits and Fees

DNA if permits or fees are not required.

Does the camp have written evidence that all necessary permits for access to areas have been obtained and the appropriate fees have been paid? YES NO

MODE NOTES

Interpretation: Permits are usually required in wilderness or park areas, and are designed to control the number of users to an area or to be sure groups have appropriate safety equipment and orientation for the area.

Compliance Demonstration: Visitor observation of permits and receipts; director/staff description of procedures.

PT-13 Water Bottles

DNA if liquids not fit for human consumption (nonpotable liquids) are not carried on trips.

Are water bottles clearly distinguishable by shape, color, size, style, or marking from bottles containing liquids not fit for human consumption? YES NO

MODE NOTES

Interpretation: The intent of this standard is to prevent accidental consumption of liquids in bottles containing fuel, soaps, disinfectants, etc.

Compliance Demonstration: Visitor observation of containers for liquids; director/staff description of procedures in use.

MODE NOTES

PT-14 Equipment Maintenance

Does the camp implement written procedures specifying safety checks, maintenance, and replacement of equipment utilized on trips? YES NO

Interpretation: This standard applies to all equipment utilized on trips, supplied by the camp or by participants. Equipment includes items such as watercraft, paddles, axes, tents, stoves, backpacks, saddles, life jackets, etc. Procedures should require equipment checks prior to and during the trip and procedures for replacement or repair, if necessary. A system to record camp equipment purchase, maintenance and replacement information is recommended.

Compliance Demonstration: Visitor observation of written procedures; director/staff description of equipment checks and maintenance.

MODE NOTES

PT-15 Travel Camp Procedures

Do written transportation procedures for travel camping specify:

1. **Emergency procedures, including plans for alternate drivers, communications, and alternate routes,**
2. **Provision for nontravel days for long trips,**

and, if drivers are provided by the camp,

3. **Guidelines for acceptable travel times and conditions, length of travel day, appropriate rest stops, and use of relief drivers?** YES NO

Interpretation: The requirements of this standard are in addition to those in the Transportation section (page 37). Groups should have a minimum of one relief driver for every two vehicles.

Compliance Demonstration: Visitor observation of written procedures.

AQUATIC ACTIVITIES ON TRIPS OR TRAVEL PROGRAMS

Applies to swimming, canoeing, kayaking, sailing, tubing, rafting, snorkeling, and all other aquatic activities on trips conducted by camp staff AND those occurring at staffed public facilities or contracted service providers.

If aquatic activities never occur on trips or travel programs DNA PT-16 through PT-20.

PT-16 Aquatic Supervision Ratios

Does the camp implement written procedures and lifeguard/participant ratios that have been developed according to the type of activity, the area, and the characteristics of the participants? YES NO

MODE NOTES

Interpretation: Procedures should address concerns specific to the aquatic areas used. These may include suggested locations of guards/staff, required use of life jackets, behavior guidelines in public facilities, and safety regulations and emergency procedures specific to the type of activity. These written procedures may be included in the requirements of standard PT-8.

Ratios should be established according to recommendations of authoritative sources for specific areas and activities. For example, camps may require extra supervision by camp staff in wave pools or water slides.

"Characteristics of the participants" includes not only skill level and experience in the specific aquatic activity but also the age and maturity of participants.

If using a public facility or contracted service, procedures and ratios may be a combination of those established by the facility or service and those specified by the camp.

Compliance Demonstration: Visitor observation of written procedures and ratios; director/staff description of procedures being followed.

PT-17 Aquatic Procedures

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See applicability box (page 175).

Does the camp implement procedures for use of pools or natural bodies of water on trips that require:

A. The following conditions be met:

1. **Campers and staff are oriented to rules and boundaries,**
2. **Trained staff assess water and weather conditions to identify hazards and determine appropriate activities,**
3. **Facility and equipment appear to be in good repair?** YES NO

B. Rescue equipment be readily available and in good repair? YES NO

Interpretation: Camp staff may be responsible for instruction or guarding aquatic activities at beaches, lakes, and rivers; or public facility personnel may be in charge of guarding or instruction, with camp staff responsible only for general camper supervision. Rules, boundaries, schedules, responsibilities, communication, etc., should be reviewed with all persons prior to participation.

Trained staff may be from the camp or from the public facility or contracted service. Trained personnel must evaluate possible hazards in bodies of water and limit access and activities as necessary. Such hazards include waves, rip tides, rapids, currents, lightning and winds. When appropriate, campers should be trained to identify hazardous conditions and to implement needed actions.

"Facility and equipment" include things such as docks, ladders, secured rafts, diving boards, watercraft, life jackets, etc. A system for safety checks and regular maintenance should be in place for camp equipment.

In Part B, "rescue equipment" should include items such as backboards, rescue tubes, reaching devices, or designated rescue crafts, as appropriate to the activity. Reaching or throwing devices should be appropriate to the activity, even on trips not oriented to water activities. Rescue equipment for travel in rapids or other moving water should include, at minimum, a throw rope or bag in each boat.

Compliance Demonstration: Director/staff description of areas and procedures in use; visitor observation of aquatic areas when possible.

PT-18 Camper Supervision

Are staff accompanying campers to public aquatic facilities trained on written procedures that specify their supervisory roles and responsibilities? YES NO

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See applicability box (page 175).

Interpretation: Camp staff roles for supervision of campers need to clarify responsibilities for such things as location, behavior management, communication, and health-related matters, and to avoid conflict with responsibilities of certified aquatic personnel of the facility or service. Responsibilities of staff will vary depending on the location, type of trip, clientele, and staff available at the public facility or with the contracted service.

Compliance Demonstration: Visitor observation of written camp procedures; director/staff explanation of training and supervision practices.

PT-19 PFDs

DNA if no watercraft activities occur.

Does the camp require life jackets that are safe for use be worn by all campers and camp staff in watercraft activities? YES NO

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See applicability box (page 175).

Interpretation: When contracted services are responsible to provide equipment, the camp should assure that life jackets are provided for campers and staff and used as required by the standard.

"Safe for use" means life jackets are:

1. U.S. Coast Guard approved,
2. Of proper type, size, and fit for each user,
3. Sufficiently buoyant to support designated weight, and
4. Safety checked immediately prior to use.

Check ACA resources for more information.

Life jackets must be worn on all craft under 26 feet in length. For watercraft over 26 feet in length, regulations applicable to the craft as determined by regulating organizations governing the body of water in use should be followed.

Compliance Demonstration: Director/staff description of procedures in use.

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MODE NOTES

See applicability box (page 175).

PT-20 Watercraft Training

DNA if watercraft are not used.

Does the camp require that persons using watercraft be provided the following craft-specific training prior to use:

1. **Handling, trimming, loading, and movement on the craft,**
2. **The use of life jackets, and**
3. **Self-rescue in case of capsize or swamping situations?** YES NO

Interpretation: Training in the use of life jackets may include floating in life jackets to test fit and acquaint participants with buoyancy, if participants' physical condition and water conditions permit.

Self-rescue may include an actual "tip test" when conditions permit.

Compliance Demonstration: Director/staff description of procedures and training.

SECTION THREE

Additional Professional Practices

Additional Professional Practices

This document consists of additional practices which have been accepted by camping professionals as basic to camp operation. Previous editions of *Standards With Interpretations and Standards for Day and Resident Camps* have included these items as standards which were individually scored in the accreditation process. As new items were added to the standards, the items listed below were grouped into a new format and retained in this self-assessment process for directors.

The intent of this document is to educate new directors and to remind experienced directors of professionally accepted practices, and to encourage on-going self-analysis and growth in these areas. It is suggested that administrators identify steps to help their camps maintain a current, fresh approach to the administration of their operation.

The items are to be considered when starting a new camp, and are also valuable reminders to current administrators. Some of these have been part of the recommended practices of the camping profession for over fifty years. Others have been introduced more recently. All have been updated to be consistent with current regulations and camp practices.

This assessment is to be used in conjunction with the accreditation standards as a complement to the health, safety, and program quality focus of the standards in the accreditation program of the American Camping Association.

Consider and assess your compliance with each item listed in this self-assessment tool, making notes as needed. You may add ideas, plans, or action steps as you continually evaluate your operation. The *Considerations* will help you identify the intent or scope of the item to be assessed and may suggest related areas that may assist you to stretch beyond simply meeting the minimum.

Site and Food Service

1. Appropriate insect/weed control methods are in effect, and only approved pesticides or herbicides are utilized on the property as identified by state/local codes.

Considerations: What substances are banned in your jurisdiction? Is the advice of local soil conservation officials periodically sought and followed? Are appropriate insect control methods utilized in the dining hall? Is the safety of persons and animals considered in decisions relating to control methods? Are maintenance persons aware of banned substances or those that create problems for humans and animals? Are persons using chemicals provided with Material Hazard Sheets?

2. Erosion control methods are in practice where applicable.

Considerations: Are appropriate control methods in effect on paths, around culverts and buildings, and elsewhere? Who has the responsibility to regularly evaluate camp areas to determine where erosion may

be creating unsafe conditions or impacting the environment? See Appendix T (page 239) for more on the environment.

3. **Laundry facilities are available on site or nearby for campers and staff in long-term camps and for campers with special needs.**

Considerations: Are there campers with bladder control problems that may require frequent washing of bed clothes? How are you handling contamination from bodily fluids? Sensitivity to staff and camper needs often separates the good from the excellent. How are you evaluating these needs and addressing persistent complaints/comments?

4. **Storage facilities are available for all supplies and equipment both during the season and off-season.**

Considerations: Are equipment and supplies protected from unauthorized use? Is the camp's investment in supplies and equipment protected by safe and adequate storage, including protection from insects/rodents and extreme temperatures? Does insurance coverage reflect the location of equipment both during the season and off-season?

5. **Adequate shelter for all campers and staff is provided during inclement weather.**

Considerations: Is there adequate space for program to continue in spite of the weather? Has appropriate shelter been provided/identified for use in case of tornado, flood, extreme heat, sun shelter, or other severe conditions? What future needs can you predict?

6. **Dining facilities have adequate space to allow freedom of movement at and between tables.**

Considerations: Can the dining hall be vacated quickly in an emergency? Is there room to carry hot food safely between kitchen and tables? Do persons with restricted mobility have freedom of movement in the dining hall?

7. **Permanent, enclosed dining facilities provide protection from problem insects.**

Considerations: In areas where either types or quantities of problem insects could constitute a health problem, are all doors and screens in good condition?

8. **The site provides separate facilities to provide privacy and freedom from campers for staff during their time off.**

Considerations: Is there a place for staff to "get away?" What steps could be taken to provide staff with living areas, lounges, or places where they can relax with some privacy on their time off?

9. **Administrators using a non-owned site have a written agreement with the site owner specifying responsibility for the use of the site, facilities, equipment and services.**

Considerations: Is there a clear line of authority and responsibility for the above-named items? When was this contract last reviewed by legal counsel?

10. **The camp has implemented a system to respond to special dietary needs of participants.**

Considerations: When and how are special dietary needs discovered? Is the camp/food service staff able and willing to accommodate them?

11. **Food records including menus, purchase records, inventories and numbers of meals served are maintained.**

Considerations: Who is responsible to maintain this information? Where are these records stored?

12. **Menus have been planned and/or approved by a nutritionist, dietician, or other person qualified to evaluate the nutrition and balance of the meals served.**

Considerations: Do menus include food items that reflect the cultural diversity and food preferences of your clientele? Who is this qualified person? When were menus last reviewed?

13. **Food service staff wear appropriate hair covers as required by state/local regulations, and wear clean, neat, practical clothing.**

Considerations: Local health departments are the source for current information on the hair cover requirement. What training might be available from local health departments or colleges to train food service staff?

14. **The site is free from observable evidence of a sewage disposal problem.**

Considerations: Is there standing water around sewage disposal areas? Is there a foul smell coming from these areas? Is there evidence that recommendations of local health officials are being implemented to correct any problems?

Operational Management

15. **Parent/camp communication is facilitated through interviews, visits, newsletters, evaluation/suggestion forms, etc.**

Considerations: The purpose of communication may be to evaluate camp, provide information to parents, give opportunity for parents to interact with staff, etc.

16. **Procedures are in practice regarding the use and release of any and all personal information regarding campers and staff.**

Considerations: Do you obtain permission to release or print photos of individuals? Who has access to personnel records, financial records, medical records, and camper evaluations? To whom and under what conditions is information released to persons outside of the camp?

17. **Policies are in place regarding participants bringing their personal items to camp.**

Considerations: What are the expectations regarding use and storage of personally owned items such as cameras, radios, electronic games, etc.? What are the policies about liability for loss or damage of such items?

18. **Budgeting, bookkeeping and audit procedures consistent with good accounting practices are utilized annually.**

Considerations: Should your audit procedures be carried out internally or externally? Are auditors' recommendations sought and followed concerning record keeping and other financial matters?

19. **Inventories of all facilities and equipment are reviewed and revised at least annually.**

Considerations: Are the inventories reviewed by camp administration in consideration not only of purchasing needs but also in light of insur-

ance needs, equipment replacement schedules, depreciation schedules, and identification of equipment or supplies available for use? Who is responsible for updating inventories?

20. Insurance policy includes health and accident coverage for staff members.

Considerations: In addition to the workers' compensation identified in standard OM-11 (see page 78), health and accident insurance may encourage staff to seek treatment to be able to remain on the job.

21. Arrangements for legal counsel have been made and such counsel is available as problems arise.

Considerations: Has the advice of legal counsel been sought concerning review of application forms and contracts (camper and staff), risk management planning, and personnel policies and practices? Who is the camp's legal counsel? How can this person be reached?

22. The camp has identified appropriate laws, codes, and regulations affecting its operation?

Considerations: Laws may include, but are not limited to areas such as wage and hour laws, ADA regulations, sanitation codes, bathing codes, boat and vehicle registration and inspection, fire codes, plumbing codes, child abuse reporting regulations, and required operational permits and licenses. Does the camp administrator/director participate in ACA meetings to stay current with legislation and obtain a listing of applicable laws. Are those requirements made known to affected staff?

23. Research projects involving persons in camp are in conformity with existing codes and federal regulations regarding protecting human subjects.

Considerations: Are such projects carried out in camp? Is the researcher following appropriate procedures? Do you have a contract with the researcher assuring that such protection will be provided?

24. It is camp policy to provide staff-led programming during transit if campers are traveling one hour or more.

Considerations: Does the staff provide leadership for travel games or songs? Is it possible for campers to participate in planning, discussions, or orientation on the way to a program site?

Human Resources

25. Each staff member is provided with a contract or employment information specifying salary or wages (if applicable), length of employment, benefits, and reference to job description and personnel policies.

Considerations: If staff contracts or employment agreements are used, have they been reviewed recently by legal counsel?

26. Each staff member is provided with or has access to an organizational chart.

Considerations: Charts not only provide an overview of the entire staffing pattern, but also provide a clear picture of lines of responsibility and authority. Does your chart reflect the current organization and makeup of your camp staff?

27. To help encourage equal treatment of all children, the camp administration advises parents and staff that gratuities are prohibited.

Considerations: Gratuities include monetary and/or expensive gifts. Common professional practice identifies it as the camp's responsibility to appropriately remunerate its staff. Have you reviewed salary ranges in similar camps and made efforts to update salary structures annually? Have you instituted a graduated salary structure that recognizes experience, education and skills/certifications?

28. At least 20% of the camp administrative staff possess at least a bachelor's degree.

Considerations: What efforts have been made by the camp administration to continually update the skill, training, and experience level of its staff?

29. At least 50% of the camp's administrative and program staff are contracted for the entire season.

Considerations: Continuity of staff and program is an important asset in a well-managed camp. There are many advantages to having staff members who are trained, experienced, and work together over an entire season. How are part-time, late-hired or short-term staff integrated with full-time staff? What about volunteers?

Program Design and Activities

30. Contracts have been signed with all providers of program services such as aquatics, adventure/challenge, horseback riding and tripping that specify responsibility for meeting the intent of appropriate ACA standards.

Considerations: Such contracts should identify items such as who is responsible to provide and maintain safety equipment or other gear used in the activity, responsibility for classifying and/or excluding campers from participation, establishing safety rules, providing emergency care in case of illness or injury, and other conditions established in the standards for the given activity. Have such contracts been reviewed by the camp's legal counsel?

31. Participants in overnight and short trips receive orientation prior to departure.

Considerations: Are participants informed of applicable safety regulations? Are they made aware of health and sanitation practices such as procedures for toileting, hand washing, and general health care? Does the orientation address ways to protect the environment including proper trail use, trash disposal, and protection of plants and flowers, etc.?

32. The program is set up to provide balance in the campers' activities.

Considerations: Does the program provide opportunities for both quiet and active times during the day? Do campers have various opportunities to participate individually, as well as in small and large group activities?

33. Campers participate in program planning in a variety of in-camp and off-season ways.

Considerations: What deliberate methods have been implemented to identify and meet camper needs, interests, and preferences?

34. The camp provides flexibility in programming as evidenced by willingness to modify schedules and by the encouragement of spontaneous activities.

Considerations: Are staff trained to respond to "teachable moments" and to modify schedules for weather or other reasons? Are staff and campers involved in the periodic evaluation of camp program?

35. The camp provides intentional opportunities for campers to practice decision-making in daily program and group living activities.

Considerations: Decision-making skills are important in the growth and development of campers. Opportunities for individual choice and group decisions on a routine basis help campers practice these skills.

Are there deliberate occasions where campers may make choices and decisions in how some of their time is spent in scheduled or unscheduled camp activities? What training could be provided to staff to help them assist campers in the development of skills such as decision making, relating effectively with others, and so forth?

36. The camp provides deliberately planned program activities designed to foster understanding of individual differences and group cooperation.

Considerations: As our world "shrinks" and becomes a mosaic of individuals from varied backgrounds, it is important for the camping community to be proactive in developing skills of understanding and cooperation.

37. The camp provides deliberately planned program opportunities designed to help campers develop socially.

Considerations: Are staff trained to design and implement programs that encourage campers' social development?

38. Campers are free to practice their religious customs and to discuss spiritual matters in a manner that does not offend the rights and beliefs of others.

Considerations: This statement does not require the camp to conduct religious services or provide religious instruction. Rather, it indicates that persons are free to practice their customs (e.g., prayer, recognizing religious holidays, etc.) or discuss spiritual topics in an open, nonforceful atmosphere.

39. Camp has a policy limiting the maximum work day for a horse.

Considerations: Recommended maximum hours for a work day are 6 hours for ring riding and 8 hours for trail riding. Camps should take into consideration the type of work and stress that a horse endures. Is there a place to record, for each horse, the number of hours worked and in what capacity (lessons, trail rides, vaulting, backriding, hippotherapy, etc.)?

SECTION FOUR

Glossary

Glossary

The following definitions apply throughout the standards.

Administrative personnel: Camp staff with supervisory and administrative responsibilities; may include positions such as camp director, assistant director, business manager, food service director, health supervisor or heads of program departments.

Adult: Any person eighteen or older.

Adventure/challenge activities: Activities requiring spotting and/or belays include ropes course activities, spelunking, climbing, rappelling, initiative activities, and similar activities. Examples also include activities at climbing walls, rappelling towers or sites, zip lines, caves, and challenge courses.

Aquatic activity: Any activity, whether recreational or instructional, occurring in, on, or near water.

Aquatic area: The physical site of a specific aquatic activity. The aquatic area for swimming may be a pool, a lake, the ocean front, or other body of water. On a lake, there may be several aquatic areas such as one for swimming, another for boating, and another for waterskiing.

Arrival and departure: Refers to what occurs on camp property as campers come to or leave the camp premises.

Associate visitor: A member of the American Camping Association who has completed at least twenty-one hours at training in order to assume responsibilities as a visitor, conducting camp accreditation visits. This individual shares the responsibility of a visit with a lead visitor.

Authoritative sources: Published standards, guidelines, or other instructional materials from nationally recognized organizations or experts in a particular activity. See Appendix W (page 247) for a list of resources.

Boardsailing: Also called sailboarding, windsurfing; operating a non-motorized, one-person sailing craft.

Camp or camping: A sustained experience which provides a creative, recreational, and educational opportunity in group living in the out-of-doors. It utilizes trained leadership and the resources of the natural surroundings to contribute to each camper's mental, physical, social, and spiritual growth.

Camp director: The individual on the camp site who holds the primary overall responsibility of the administration of program operations and support services (business, food service, health services, maintenance). These responsibilities may be delegated to other staff and the supportive functions shared by or coordinated by the site manager when applicable.

Camp staff: Paid or unpaid staff hired, trained, and directly supervised by the camp; may be seasonal or year-round, full or part time.

Camper: In these standards generally refers to children and youth, and adults needing cognitive assistance, and does not include adults and children of families with the parent on site.

Certification: As used in the Health and Aquatic standards denotes that the individual holds the appropriate level of certification, and that such certification is current (earned or recertified within the past three years). As used in the Program standards,

indicates current instructor-level status from a nationally-recognized certifying body or organization.

Counselor-in-training (CIT) or junior counselor: Campers in leadership training programs.

Counselor-support personnel: Auxiliary camp staff to aid special needs campers in daily living tasks. They generally do not have sole camper supervision responsibility and are often called aides or volunteers. They may be paid or unpaid.

Day camp: Sessions generally at least five days and may be much longer, operated and staffed by the camp. Camper goes home to parent or guardian each night, except for occasional overnight. It is principally oriented to providing such programming for children during school vacation periods. See also "camp".

Documented training and experience: Written evidence of competence in a leadership role. This may include records of previous leadership and/or training to instruct the activity, course completion certificates or cards, letters of reference, and/or written evaluation of previous successful leadership work.

Drugs: Includes all prescription medications as well as all over-the counter drugs which are potentially hazardous if misused (e.g. aspirin, cold tablets, etc.).

Emergency accessories: Includes reflectors, fire extinguishers, or other supplies necessitated by weather conditions such as shovels and blankets.

Emergency exit: Does not imply a particular structure or evacuation device, but means a quick, safe, accessible alternative exit. Windows with screening could be considered emergency exits if occupants are informed of procedures for exit and could easily and safely escape through them.

Environmental hazards: May include those related to weather, terrain, or other conditions such as the presence of animals, poisonous plants, etc.

Equivalent certification: Must be recognized by the certifying body as appropriate for the specific aquatic activity or area. See Appendix W (page 247) for a list of commonly-used certifying bodies. A list of approved courses is available through ACA and will be updated annually.

Family camp: Sessions operated and staffed by the camp for parents and children as family groups. Parents and guardians are on site and have frequent contact with and can make decisions on behalf of their children. Sessions may vary in length and could be part of a user group's program.

Food handlers: Food service staff and any campers or program staff who regularly prepare food in decentralized living units.

General camp activities: Those activities that do not require special technical skills, equipment, or safety regulations other than general ones that apply throughout the camp.

Hand washing facility: A supply of soap and fresh water, suitable for washing. It does not necessarily imply running water and may include the availability of waterless hand sanitizing products.

Health care: A general term that includes first aid, medication management, provision of prescribed medical treatment and health practices as described in the health care policy and procedures. (Standard HW-3, page 55). It is more than mere treatment. Camp health care includes prevention and wellness practices.

Health care administrator: Refers to the person who coordinates all health care functions and develops the health care plan. This person generally sees that people delivering first aid or health care in camp have been appropriately trained, makes arrangements with external providers (e.g., physician, dentist, psychiatrist, clinic), and

specifies how communication about health issues will occur. In some small camps, this may be the camp director. More commonly, this role is part of the camp nurse or physician's job description. If a camp has a different nurse or health care provider each week, another staff member may fulfill the role of administrator, to provide continuity to the camp's health care delivery system.

Health care provider: Refers to the person with day-to-day responsibility to implement the camp's health care plan. This includes providing individual health care, maintaining health records, administering medications, and collaborating with external health care providers. This may be the same person as the administrator, or it may be someone different. Some camps may have multiple health care providers, for short segments of time, throughout the operating season.

Health history: An annually updated record of one's past and present health status that is completed by the individual or by the parent/guardian if a minor.

Health personnel: Persons employed to perform health-related functions and duties and may include the health care provider, doctors, nurses, first aiders, and other persons charged primarily with health and/or first aid responsibilities.

Health care center: A designated area for health care and supervision which provides shelter from the elements and has toilets and water supply for drinking and cleaning available in or next to facility for easy access. (Sometimes called an infirmary.)

Infectious waste: Such things as syringes, needles, or dressings wet with body fluids or blood. The use of barriers (CPT barrier masks, or gloves), hand washing, sanitizing procedures and appropriate waste disposal should be considered in developing procedures in this area. See Standard HW-12, page 62.

In-service training: Refers to training that occurs during the camp season while camp is in operation.

In loco parentis: Legal term for the principle of being in place of the parent. It applies when the camp has supervisory responsibility for minors.

Landlord: Provider of a facility and basic services to groups. Has a duty to provide a reasonably safe facility and to provide information of which users may not have special knowledge. State laws may dictate specific responsibilities.

Lifeguard or guard: A staff member with the required certification to provide lifesaving and rescue skills.

Lookout: Sometimes called "watcher" or "observer," may be any non-certified staff member assigned by and under the direct supervision of certified aquatic personnel, used in addition to certified persons to be additional "eyes" watching swimmers or boaters.

Man-made hazards: May include public roads through camp property, construction activities on the camp site, abandoned wells, or other facilities on the site that may pose a risk.

Medical care: Refers to directives from a physician pertaining to the treatment of a given person's injury, illness, or health concern. In some states, physician's assistants and nurse practitioners may also be qualified to give medical care, under circumstances defined by state law. Medical care commonly includes administration of prescribed medication and practices which support recovery and/or maintenance of a person's health.

Natural hazards: The presence on site of cliffs, poisonous snakes, wild animals, or other conditions of nature that may pose a risk to humans.

Non-certified instructional assistants: Teaching assistants without current certification who are under the immediate supervision and direction of the certified instructor.

Non-medical religious camp: Refers to a camp primarily serving persons who depend on spiritual means alone, through prayer, for prevention and healing of disease, in accordance with their religious beliefs. Because of this reliance upon faith rather than traditional medical intervention, participants object to physical examination, immunization, or medical treatment. The Christian Science Church is an example of such a religious group.

Overnight/short trip: Trips, field trips, excursions, overnights of two nights or less.

Participants: All persons involved in the camping operation including staff, campers, and groups.

Personal watercraft: A craft that uses an inboard motor powering a water jet pump as the primary source of power and which is designed to be operated by a person sitting, standing, or kneeling *on* rather than *in* the boat.

PFD: As used in these standards denotes a U.S. Coast Guard approved Type I, II, III, or V Personal Flotation Device (PFD).

Pick up and drop off: Refers to the camp picking up or returning a camper to his/her home or a central location.

Pony rides: Activities in which the horse or pony is led at a walk by a trained individual other than the rider, or the animal is controlled by a mechanical device that leads it at a walk. At no time is the rider expected or allowed to control the horse or pony and the rider usually is lifted on and off the animal or mounts from a mounting platform.

Primarily serves campers with special needs: More than 50 percent of the campers enrolled for a camp session are special-needs campers. (See definition of special-needs campers.)

Program activity: An individual event, class, or instructional period occurring under staff leadership or supervision that provides opportunity for recreational OR educational participation by campers.

Program personnel: Camp staff directly involved in camp programming and camper supervision; may include such positions as unit supervisors, activity specialists, activity coordinators, and counselors.

Qualified personnel: Someone qualified by local statute or regulation (appropriately licensed, certified, etc.) or camp personnel or other persons with training and experience in a specific area or field.

Rental or lease programs: Other camps, groups, or programs rent or lease the camp's facilities, and perhaps some services, to operate their own camping programs or retreats. The group may even be from within the camp's parent organization. Includes most troop and club campouts, youth weekend retreats, outdoor education run by other groups, or specialty programs that operate their session at the camp's facility. The camp may supply some staff and services, such as lifeguards and food service, but the primary responsibility for camper supervision and general programming is with the group. May be short or long sessions. The group utilizing the camp facilities and maintaining the responsibility for their program is called the **User Group.**

Rescue equipment: (In aquatics) Includes backboards, ring buoys, reaching devices, designated rescue boats, etc. appropriate to the activity.

Resident camp: Sessions are generally at least five days (4 nights) and may be multiple weeks in length. Program is operated and staffed by the camp and supervision of

individual campers is a camp responsibility. Campers stay overnight and camp is responsible for campers 24 hours a day.

Seasonal staff: May be paid employees or volunteers. Generally, seasonal staff are those not from the local area who work for a defined period of time and who rely on the camp health care system as their first treatment in case of illness or injury. These standards do NOT apply to staff who live in the local area and have established their own health care options, even if those staff contribute to a seasonal program.

Short-term residential programs run by the camp: Sessions are generally three nights or less. Run and staffed primarily by the camp and includes weekend retreats, short environmental programs, skill- training weekends, parent-child programs, etc. Camp staff sometimes supplemented by adults from a participating group.

Short term staff: Staff (paid or unpaid) who are contracted for two weeks or less, excluding the training period.

Site without facilities: Site that does not have buildings used for permanent sleeping quarters or substantial capital investment in structures.

Small craft: Recreational watercraft up to 26 feet in length, such as canoes, kayaks, sailboats, rowboats, ski boats, rafts, etc.

Special medical needs: Includes conditions which require special medications, practices, or treatments prescribed by a physician to maintain the individual's capability to participate in the camp program. Examples include chronic conditions such as epilepsy or insulin-dependent diabetes, illness such as cancer or AIDS, or physically disabling conditions such as spina bifida.

Special-needs campers: Campers with physical, medical, or behavioral characteristics that require special consideration in the camp setting. Examples include campers with physical disabilities, emotional disturbances, learning disabilities, mental retardation, or medical conditions such as diabetes, cancer, and asthma.

Specialized activity: Activities whose safe conduct requires supervision by persons with the specialized training and experience to make judgments concerning equipment, procedures, and safety considerations. Includes activities such as ropes courses, archery or other target sports, gymnastics, bicycling, motorized vehicles, etc.

Specialized activity leader: The person providing direct, on-site leadership at any specialized program activity.

Specialized activity supervisor: An adult with certification or training and experience in a specialized activity. This person provides training and supervision to the specialized activity leaders.

Staffed public facility or provider: Facility not on the camp site, or vendors providing equipment and access to a program site or facility, with persons other than camp staff responsible for the site, equipment, and supervision of the activity. Staff may accompany a group and may assist with supervision of campers, but are not responsible for the supervision of the activity. Also includes the use of another camp's facility. (Also referred to as a contracted aquatic service.)

Support personnel: Those who provide services to the site other than activity programming and may include positions such as office work, maintenance, food service, aides or volunteers, or drivers.

Treatment procedures: Include commonly accepted treatments, appropriate to the health care provider's credentials, for minor illnesses or injuries and general first aid guidelines. Also includes identification of points at which professional medical treatment or advice should be sought. Such procedures should be developed, revised, or reviewed by a licensed physician.

Trip and travel camping programs: Any program conducted or sponsored by the camp in which a group moves from one site to another for three nights or more. In backcountry and wilderness tripping, individuals move under their own power or by individually guided vehicle or animal (e.g., bicycle, horse, canoe). In travel camping, a group uses motorized transportation (e.g., van, bus, car, plane) to move from one site to another for experiences in different environments. Trip and travel programs are specialty resident camp programs, and, for the purposes of the standards, must meet the same requirements as resident camps for those programs.

User group: see Rental or lease programs.

User group leaders or staff: Leaders, chaperones, staff, volunteers and supervisors provided by the user group. These persons are not directly supervised by the camp. The person in charge of the user group may have the title camp director or dean.

Visitor: An individual trained and certified by the American Camping Association to conduct accreditation visits in the ACA Standards Programs.

Watercraft activity: Includes use of small craft (canoeing, sailing, rowing, kayaking, rafting, motorboating, etc.) as well as boardsailing, waterskiing, windsurfing, etc.

Youth group: For the purposes of the standards, a group with children under age 18 who are unaccompanied by a parent or guardian.

SECTION FIVE

Appendix

Appendix A

Accessibility Guidelines

(Standards SF-12 and SF-14)

The Americans With Disabilities Act of 1990 (ADA) requires that public accommodations make "reasonable accommodations" for persons with disabilities. Camps must consider needs of persons with physical disabilities in relation to the site, facilities, and program. A camp is not relieved of its legal responsibility to make "reasonable accommodations' simply because it is not currently serving any persons with disabilities. As public accommodations, all camps must adhere to applicable laws. For the purpose of the ADA, camps must also consider hearing and visual impairments, emotional disturbance, developmental delays, and so forth.

For specific guidance, refer to the "Americans With Disabilities Act Accessibility Guidelines for Buildings and Facilities" (ADAAG) which is available through the U.S. Access Board. ADAAG standards refer mainly to buildings, toilets, bathing facilities, and parking. At the time of this publication, guidelines for recreational facilities and for children's environments were being developed.

Full compliance with ADAAG is required only for new construction and alterations. Existing facilities can be made more accessible through some "readily achievable" changes in which barriers are removed.

States will vary on accessibility regulations. Camps must comply with the most stringent requirements (that which provides the greatest access for individuals with disabilities) of the local, state, and federal codes that apply.

Some areas for consideration:

- Approaches/Entrances
- Routes of Travel/Walkways (in and to buildings)
- Ramps
- Parking and Drop-Off Areas
- Access to Goods and Services
- Signage for Goods and Services
- Doors and Doorways
- Emergency Exits and Alarms
- Rooms and Spaces
- Directional and Informational Signage
- Controls
- Seats, Tables, Counters
- Vertical Circulation (ramps, lifts, elevators, stairs)
- Rest Rooms (doors, signs, toilets, stalls, fixtures, lavatories)
- Drinking Fountains
- Telephones

Updated information and technical assistance is available from:

U.S. Access Board
(United States Architectural and Transportation Barriers Compliance Board)
1331 F Street, N.W., Suite 1000
Washington, DC 20004-111
phone: 800-USA-ABLE or 202-272-5434
fax: 202-272-5447
TTY: 202-272-5449
web site: www.access-board.gov

United States Department of Justice
950 Pennsylvania Avenue, N.W.
Washington, DC 20530-0001
800-514-0301 (Information Line)
TDD: 202-514-0381 or 800-513-0383
www.usdoj.gov/crt/ada

National Center for Accessibility
5020 St. Rd. 67 North
Martinsville, IN 46151
765-349-9240
phone/TTY: 800-424-1877
fax: 765-342-6658
e-mail: nca@indiana.edu
web site: www.indiana.edu/~nca

Appendix B

Health History and Health Examination Forms

(Standards *HW-2 and HW-6)

A "health history" reflects information about an individual filled out by that person or his/her parent/guardian. Since persons may be seen by a number of different physicians at clinics, in school, or as families move, medical professionals see the family as the best source of information on illnesses, allergies, immunizations, etc. The ACA standards require a health history for all campers and staff in day and resident camps.

A "health examination" reflects results established by licensed medical personnel such as doctors or licensed nurse practitioners. The ACA standards require a health examination for resident campers and staff within the two years prior to camp attendance. The camp may obtain either a copy of the examination form itself, or a form from the doctor indicating that an examination had been conducted within the past two years and indicating any special treatments or considerations about that individual's participation in camp activities.

While the standard requires the health examination to be conducted within two years prior to camp attendance, some camps require the examination within other time frames (annually, within 6 months, etc.). According to medical advice, the important concept is that persons be seeing a physician for an examination on a regular basis. The camp is generally interested in the recommendations of the physician in light of camp participation, not necessarily the results of particular tests done in that examination. Camp administrators should review with their camp physician and legal counsel the precise information needed in light of clientele served and other factors.

Camps may gather this information on a single form, or on multiple forms. ACA publishes several kinds of forms and formats to assist camps in this process. Samples and Health History and Health Examination/Record forms are available through the ACA bookstore. (1-800-428-CAMP)

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Appendix C

Health Care Policies and Procedures

Health Care Policies A well thought out health care plan provides direction for meeting the health and wellness needs of campers, staff and user groups. The director, board and/or owners should determine the overall scope of services that will be provided and establish policies. Authority for approving policies varies for each camp. Check when completed.	**Policy approved by:**	**Where written policies are located.**
Scope and limits of health care provided ☐ Health care information on the needs of campers and staff including any special medical needs HW-3, 1. health history on campers and staff HW-*2 2. health exam on campers and staff HW-6 3. ratio of health care personnel to participants HW-14 4. system for evaluating the camp's ability to meet participant's needs HW-14 5. permission to treat HW-7 ☐ Qualifications needed for on site licenced health care provider(s) * first aid and emergency care personnel (MD, RN, EMT, LPN) (International Nurses) HW-*1, 3, 10, *21 ☐ Authority and responsibility of health care administrator/manager HW-3, 22 ☐ Authority and responsibility of program/support staff in health care HW-3, 12, 22 ■ sanitation (cleanliness, hygiene, health practices in camp) HW-3 ■ meals (nutrition, special diets, etc.) HW-9 ■ First aid HW-12, *21 ☐ External medical and mental health resources access and needs ■ emergency, diagnostic, therapeutic HW-*1 ☐ Procedures and practices HW-3 ■ reviewed annually by camp and within last 3 years by physician or nurse HW-3, 4		
Health Care Procedures Procedures should be identified for how people, on or off the site, can obtain routine and emergency health care. There should also be procedures for communication, sanitation and maintaining and evaluating records and services. Check when completed.	**Title of staff member responsible**	**Documentation that the practice exists and is being implemented**
On-site care ☐ Maintaining good health (diet, weather, exercise, rest, etc.) ☐ Health screening HW-8 ☐ Eligibility for activities HW-*2, 6 ☐ Information on each camper and staff member HW-5, 6, 23 ☐ Reviewing health exams, records, and histories HW-8 ☐ Health care procedures for routine illness and injury care HW-11 ■ reviewed annually by physician HW-11 ☐ Medication administration HW-18 ☐ Preventing communicable diseases and exposure control HW-8, 15 ☐ Monitoring sanitation in camp HW-3 ☐ Equipment and supplies HW-3, PA-7 ■ Disposal of medical waste HW-12, PH-10, PC-12, PA-*17 ■ Laundering of health center linens HW-12 ☐ First aid/CPR HW-*1, *21, 22, PH-10, PC-12, PA*17 ■ activities and locations where first aid and CPR certified are required and where first aid kits are located HW-3, 12, *21, PA-7 ☐ Emergency assistance HW-*1, *21, 22, PH-8, PC-5, PA-6, PD-14 ☐ Maintaining a health care shelter or center HW-15 ■ supervision of patients HW-16		

Health Care Procedures Procedures should be identified for how people, on or off the site, can obtain routine and emergency health care. There should also be procedures for communication, sanitation and maintaining and evaluating records and services. Check when completed.	**Title of staff member responsible**	**Documentation that the practice exists and is being implemented**
Off-site care ☐ Pre-trip orientation on emergency procedures and first aid PT-*1 ☐ First aid/CPR PC-12, PT-*1 ☐ Health screening prior to trip PT-9 ☐ Health and sanitation practices PT-*1 ☐ Information on each camper and staff in case of emergency HW-5, 6, PT-10, PD-10 ☐ Establishing relationships with out-of-camp providers HW-3, PT-*1 ☐ Emergency transportation PT-15, PT-7 ☐ Emergency medical assistance—HW-*1, 3, 13, PT-*1, 6, 8 ☐ Non emergency medical assistance HW-*1, 3, 13 ☐ Non emergency transportation for medical assistance PT-*1, 15		
Communication and confidentiality ☐ Contacting parents HW-17 ■ responding to parent health care calls ■ parent information on insurance ■ follow-up after camp ☐ Expectations for keeping director informed on health care issues ☐ Decision about persons leaving camp for health reasons ☐ Interaction with state, county and local regulatory bodies ☐ Calling emergency assistance OM-17, PT-8 ☐ Handling media questions OM-17 ☐ Information shared with staff HW-9		
Record keeping seasonal and long term ☐ Individual camper and staff history and medical records HW-*2, 5, 6, 19, 20, 23 ■ reviewed prior to camp ☐ Incident/accident reports HW-19 ☐ Treatment records (in and out of camp care) HW-19, 20 ☐ Medication administered (in and out of camp) HW-19, 20 ☐ Insurance and billing procedures ☐ Sanitation records ☐ Parent communication log HW-17		
Evaluating ☐ Analysis of records OM-5 ☐ Client satisfaction OM-3		

Appendix D

Participation Permission Forms

(Standards PD-5, PD-8)

There are several key steps that must be taken for effective risk management of the camp operation. One of those steps is a thorough analysis of risk exposures and determination of appropriate means to reduce that risk while still providing adventuresome activities. One strategy to use in reducing or controlling risk is the careful and reasoned use of permission forms.

Permission Forms

Permission forms are commonly used by camps, and appear on camper registration forms, as separate inserts in the registration packet, or on health forms. If the camp is allowing lease or rental groups to use equipment or program areas on the property, the camp may request that parents of youth in rental groups sign permission forms and/or waivers. Permission forms provide evidence that parents/guardians authorized the child's participation in that program. The forms may also be used to demonstrate the camp was authorized to provide the stated service (e.g. transportation).

A *permission form* requests the consent of the parent or guardian or the individual (if over 18 and mentally competent) for the camper to participate in specified activities or to receive special services (such as transportation). Such a document is used defensively by a camp to indicate that the parent [or participant] was informed of the activity and knowingly gave permission to participate.

A *waiver* or *release* is a signed statement where a claim, right or interest is given up to the person against whom that claim could have been enforced. For instance, a parent may give up their right to sue the property owner except in cases of gross negligence in consideration of the opportunity to participate in the activity.

A release or waiver can only be honored if signed by a competent person. Minors may not sign away their rights, nor may parents sign away the rights of their minor children. Those children have the right to bring suit on their own behalf for some limited period of time after they reach the age of majority. However, parents may waive their own right to sue on behalf of their child. Waivers may not be popular in the courts, but they are honored in all fifty states in many circumstances and can be an effective defensive mechanism for camps and outdoor program centers. They need to meet state-specific criteria for wording and clarity. Seek legal counsel for appropriate wording for waivers in your state.

Suggested Areas for Permission Forms

General permission to participate in camp activities (standard PD-8)

Camps most often require a parent/guardian signature to a permission statement on the application form that indicates general permission to participate in camp activities. Permission for specific activities should be considered when those activities:

- have risks not commonly understood by parents or campers, or are activities that may be excluded from regular insurance policies and require a specific rider such as horseback riding, use of motorized vehicles, or high ropes courses; or when activities
- occur off the camp property; or when activities
- are under the supervision of someone other than regular camp staff (such as employees of a rafting company or a horseback riding stable); or when activities
- will require participants to be some additional distance from the next level of medical care.

In addition to naming the activity, it is suggested that a description of the nature and degree of difficulty be included. If campers are going rock climbing, information should indicate the difficulty of the climb, the safety equipment to be provided, the length of the activity, the amount of supervision, and so forth. It should also describe the potential difficulties such as distance from professional medical help, the possibilities of bruises and/or falls, and the energy required to participate. The purpose of such statements is to avoid a persons coming back to say "If I had known all that, I would not have permitted by child to participate."

For instance, information on a wilderness canoe trip might include:

> Campers will be in groups of 12 with three staff members, each of whom is trained in water rescue and first aid. One trip leader is certified in wilderness first aid. At most points on the trip, the group will be minimum of two hours from professional medical care. Trip leaders will carry cellular phones that are in cellular service areas for all but one day on the trip. On that day, phones for use in an emergency are not available. The group will be up to six hours from the nearest cellular area. Campers may be subject to extremes in weather, and will be held responsible for their own behavior on the trip. Understanding these situations, I hereby give permission for my child _____ to participate in this trip sponsored and supervised by Camp White Cloud in the summer of _____.

While not required by the standards, the use of permission forms is also suggested in the following areas:

- Photographs
  Obtain permission to photograph the minor and use the pictures in advertising or reports about the camp.
- Transportation
  Obtain permission to transport children in camp-designated vehicles for off-site trips, to tripping drop-off points, for emergency or routine medical care.
- Search camper belongings, if necessary
  Obtain permission to search camper belongings with the camper present when the health, well-being, or safety of the camper or others requires it.

Waivers for Persons Requesting Exemption from Medical Examinations or Medical Treatment

(Standards HW-6, HW-23, PT-10)

From time to time camps have individual families whose religious beliefs preclude medical treatment. In such circumstances, parents may refuse to have health examinations by a physician, may indicate that children have not been immunized according to requirements established for public school attendance, or may indicate that they do not wish for any medical treatment to be given the child without the express permission of the parent and/or of religious leaders.

In such circumstances, camps should require a waiver from the parent/guardian before camp attendance is permitted. The camp's legal counsel should review and approve any form used.

(Camps serving only participants with such beliefs will normally utilize health history forms and health supervision practices approved by that religious sponsoring body.) These waivers should establish that the parent is verifying the camper is free from known communicable or contagious diseases. The statement should also release the camp from responsibility for any impairment of health resulting because of this exemption.

Sample Release and Application for Exemption from Physical Examination and Immunization Requirements

It is respectfully requested that _____ be exempted upon religious grounds from the physical examination and all immunization requirements required for attendance at Camp _____. To the best of my knowledge and belief, s/he is and has been in normal good health and is free from all communicable or contagious diseases.

Should _____ manifest any condition where there appears to be reasonable grounds for suspecting the presence of a communicable or contagious disease, I agree that a physical examination may be performed. Also, I agree that if any such disease is found, _____ will comply with the regular quarantine or isolation procedures of the camp and of the community.

It is further understood that, should an emergency arise, I will be notified immediately. However, in the event that we cannot be located immediately, the authorities of the camp may take such temporary measures as they deem necessary.

I release and forever discharge the camp and each and every one of its officers, directors, partners, shareholders, employees, agents, insurers, affiliates, successors in interest, attorneys, or any other person or persons associated with any or all of them or any variation in the name of any or all of them who might be liable (the "Released Parties") from all causes of action, suits, claims, demands, or any other damages or costs associated with actions taken by the Released Parties relative to the health, sickness, and treatment of _____.

I further understand and acknowledge that I make this release in full accord and satisfaction of and in compromise of any current or future disputed or alleged claims or causes of action relative to the health, sickness, and treatment of _____ against the Released Parties.

I represent and acknowledge that I have read and understand this agreement and release and warrant that all statements made herein are true to the best of my knowledge. I further warrant and acknowledge that I am of legal age, legally competent to execute this agreement and release, and accept full responsibility there for.

Date _____

Signature _____

Printed _____

Address _____ City _____ State _____ Zip _____

Permission to Treat

(Standards HW-7, HW-23)

Since the camp is the "first stop" in providing both routine health care and emergency medical treatment to campers and staff, camps should obtain appropriate health history information, a medical examination where required or appropriate, and permission from the parent or guarding to provide care and treatment. This permission is most often obtained on the health history or health examination form itself.

The four components that should be included in such a statement are permission to:

1. Provide routine health care,
2. Transport persons to the next level of medical care if required,
3. Administer medications, and
4. Provide emergency treatment when the parent cannot be reached.

For example:

> I hereby give permission to the medical personnel selected by the camp director to provide routine health care; to administer medications; to order X-rays, routine tests, treatment; to release any records necessary for insurance purposes; and to provide or arrange necessary related transportation for me/or my child. In the event I cannot be reached in an emergency, I hereby give permission to the physician selected by the camp director to secure and administer treatment, including hospitalization, for the person named above. This completed form may be photocopied for trips out of camp.
>
> Signed _____ Date _____

Over-the-counter medications

In some states, health departments are requiring camps to obtain written permission to administer specific over-the-counter treatments used for common ailments such as headache, poison ivy, sunburn, upset stomach, diarrhea, and so forth. In those states, this permission is required even when the camp has health procedures approved by the camp physician. Camps may attach an additional page to the health form for this purpose. For example:

> I (parent) hereby give permission for Camp White Cloud to administer the following over-the-counter medications if the nurse deems it necessary. Dosages will be administered according to directions on the bottle unless a physician directs otherwise.
>
> | | |
> |---|---|
> | Headache | Tylenol |
> | Upset Stomach | Pepto Bismol |
> | Diarrhea | Immodium AD |
> | Menstrual cramps | Ibuprophen |
> | Poison Ivy | Calamine Lotion or CortAid |
>
> Signed _____ Date _____

You may want to add other categories to this list based on your clientele, or the recommendation of your camp physician. With increases in the number of persons with severe allergic reactions, it is recommended you consider such a form even if your state does not require it. Some camps require parents to send along their preferred over-the-counter medication if the camp-provided medication is not preferred. Insist that such medications be provided in an original bottle with dosage instructions provided.

Appendix E

Specialized Activity Operating Procedures

(Standard PD-17)

I. Supervision

A. Staff qualifications

1. Training or certification of activity supervisor (PD-12)
2. Leader skill level and experience in instructing the activity (PD-13)
3. Leader knowledge of facilities, equipment and procedures
4. Supervision of activity leaders (PD-14)

B. Required Ratios (leader-to-participant)

1. Adult groups
2. Youth groups

II. Conduct

A. Participant Eligibility Requirements (if any)

1. Skill level or age minimums
2. Evaluation or testing requirements
3. Permission forms and/or liability waivers

B. Safety Regulations

1. Access to area and equipment; hours of operation (PD-15 and PD-16)
2. Safety orientation required (PD-18)
3. Required clothing or protective equipment
4. Safety systems and signals
5. Competency demonstration
6. Emergency and rescue procedures; emergency communication
7. Safety concerns related to use area

C. Instruction

1. Program format
   a. Introduction
   b. Levels
   c. Progression

D. Recreational use

III. Equipment

A. Recreation area and facility

1. Maintenance and safety checks
   a. By whom
   b. How often
   c. Where
   d. How to report

B. Recreation equipment

1. Maintenance, safety checks, storage and access
   a. By whom
   b. How often
   c. Where stored
   d. How to report

IV. Additional Information

A. Authoritative sources—specify the publication(s) or organization(s) with expertise utilized to determine appropriate leader qualifications and ratios, to make decisions on facility design and/or equipment specifications, and to provide training for instructors or supervisors.

Appendix F

Treatment Procedures

(Standard HW-11)

The following list identifies some general and minimal policies that should be covered in a camp's treatment procedures. The specifics should reflect the location, clientele, program, and staff of the camp to which they apply. The specifics should also reflect the nature of the healthcare provider's credential. For example, what is appropriate for a registered nurse varies from that for a first aider.

The completed document will reflect the delegated medical authority of the camp physician. The camp's health care planning materials (Standard HW-3, page 55) should indicate who is responsible for the implementation of these treatment procedures.

Health Screening

Who may conduct it?

Content and scope of Screening

Record keeping of screening process and findings

Name (initials) of person conducting the screening

Time of screening (arriving campers, arriving staff, campers and staff pre-/post-trip)

Routine Health/Medical Treatment

Procedures for treatment of reasonably anticipated illnesses and injuries such as cuts, infections, sprains, elevated temperatures, diarrhea, sore throat, etc.

Specific identification (name) of medication used in any of the treatments

Identification of points at which professional medical advice/ treatment should be sought

Identification of the reference and/or resources used to develop the treatment protocols

Emergency Procedures

Acceptable first aid procedures, including identification (name) of medications to be administered in emergency situations

Points at which professional medical treatment should be sought

Hospital/emergency care treatment locations

Identification of the reference and/or resources used to develop the treatment protocols

Appendix G

Guidelines for Camps Primarily Serving Persons with Special Medical Needs

(Standard HW-14)

"Special medical needs" may be any condition requiring special medications, practices, or treatments prescribed by a physician to maintain the individual's capability to participate in the camp program.

Camps "primarily serving persons with special medical needs" are those camps whose enrollment for the camp session includes fifty percent or more special-needs campers.

Camping Programs that Include Persons with Special Medical Needs

The underlying principle, conceptually, of camping programs should be that these are CAMPS for CHILDREN who happen to have special medical needs, in that order of priority; thus it should be assured that the children have a positive camp experience. The emphasis should be that these children can participate in all camp activities. While they cannot be ignored, special medical conditions or needs should not be the overriding issues for these children. The camping experience offers the parents a respite, while allowing the children to have a vacation away from their parents. The camping experience assists in teaching children independence and self-discipline in their approach to their condition and their approach to life.

Medical Staff Levels Required (example)

For camps sponsored by the American Diabetes Association, the following ratios of health professionals to all persons in camp with diabetes are recommended:

A. One Registered Nurse in residence for every 30 persons (or less) with diabetes;

B. One Licensed Physician in residence for every 100 persons (or less) with diabetes; and

C. One Registered Dietician with daily on-site availability for every 100 persons (or less) with diabetes.

Resources for Camps

Camps should follow recommendations from national organizations committed to serving persons with special medical needs OR from a licensed physician familiar with such groups. Some contacts may include:

AIDS Services Center
60 W. Broad Street, Suite 205
Bethlehem, PA 18018-5721
610-974-5721
fax: 610-974-8703
web site: www.hivservices.org

Allergy/Asthma Information Association
30 Elington Avenue West, Suite 750
Mississauga, Ontario L5R 3E7
905-712-2243
fax: 905-712-2245

American Lung Association
800-LUNG-USA
web site: www.lungusa.org

American Cancer Society
800-ACS-2345
web site: www.cancer.org/frames.html

American Diabetes Association, Inc.
1660 Duke Street
Alexandria, VA 22314
800-232-3472
212-683-7444
web site: www.diabetes.org/ada/info.html

American Society of Hematology
1200 19th Street, N.W., Suite 300
Washington, D.C. 20036-2422
202-857-1118
fax: 202-857-1164
web site: www.hematology.org
e-mail: ash@dc.sba.com

Asthma and Allergy Foundation of America
Maryland Chapter
410-321-4710
800-727-9333

Cystic Fibrosis Foundation
6931 Arlington Rd.
Bethesda, MD 20814
301-951-4422
800-FIGHT-CF
fax: 301-951-6378
web site: www.cff.org

Diabetes Camping Association
Contact: Ron Brown
Camp Bearskin Meadow
1954 Mt. Diablo Blvd., Suite A
Walnut Creek, CA 94546
510-937-3393
fax: 510-937-2502
web site:
www.childrenwithdiabetes.com

Epilepsy Foundation National Office
4351 Garden City Drive
Landover, MD 20785-2267
301-459-3700
800-EFA-1000
fax: 301-577-2684
web site: www.efa.org

Muscular Dystrophy Association
3300 E. Sunrise Drive
Tucson, AZ 85718-3204
800-572-1717
e-mail: mda@mdausa.org

National Multiple Sclerosis Society
733 Third Avenue
New York, NY 10017
800-344-4867
e-mail: info@nmss.org
web site: www.nmss.org

Spina Bifida Association of America
4590 MacArthur Blvd. NW #250
Washington, DC 20007-4226
800-621-3141
202-944-3285
web site: www.sbaa.org

United Cerebral Palsy Association
1660 L Street, N.W.
Washington, DC 20036-5602
800-USA-5-UCP
202-776-0406
TTY: 202-973-7197
fax: 202-776-0414
web site: www.ucpa.org

Appendix H

Strategic Planning

(Standard OM-2)

Camps should consider the elements listed in standard OM-2 in assessing the current conditions ("where are we now?") and identifying future needs ("where do we want to be by when?"). Listed below are some questions to help guide camp administrators in this process.

A. Programs and services

What activities are being offered now? How are they being received? How is it structured? What will the program consist of and how will it be structured in the future?

B. Market and clientele

Who are the clientele or personnel utilizing the program? Who are the potential clientele and what is the plan to reach them?

C. Financial development

What is the current support system for the facility and program, including but not limited to staff, equipment, camper recruitment/registration? What are the factors relating to camp expenditure or income? What will the future operational needs be? What financial resources will be needed and how will they be obtained?

D. Site and facility development and management

1. Environmental protection and management policies

   What conditions are noted in drainage and erosion control? How is the natural environment being protected/cared for? What steps should be taken to preserve the natural environment of the camp for future generations? What steps can be taken in the next five years to improve/maintain water quality and other environmental surroundings?

2. Accessibility of facilities to persons with disabilities

3. Maintenance, replacement, and improvement of buildings, facilities, and landscape

   What is the condition of the camp site (location, natural setting, etc.) as well as all buildings (structures, utilities, maintenance, etc.)? How do present conditions relate to the master site plan? What changes, if any, are needed and are they included in the master site plan?

Appendix J

Evaluation Process

(Standard OM-3)

Standard OM-3 requires a systematic plan for evaluation for all areas of the camp operation. We suggest that 4 P's of evaluation be considered:

Program
Personnel
Places
Policies and administration

Further, the standard requires that there be feedback from participants, staff and administration. A good starting point would be to decide for each of the P's, what is it you want to know, and who can best give you that information.

Who Evaluates What?

The purpose of the evaluation for standard OM-3 is to identify health/safety and program quality concerns for the camp. Below are examples of items that can be evaluated by different audiences to address the 4 P's of evaluation. This list is not exhaustive, but will give a starting point.

Why are you evaluating?

Beyond this being a practice required by the standard, camps need an evaluation system to improve performance. This improvement may come about by further training for or sensitivity of staff. It may bring a refinement of your registration system. It may bring a recommendation that will save you money.

You may have a problem on which you are seeking input through evaluation. You may want to know if you are accomplishing goals and objectives. You may want some general input to confirm perceptions you have about various issues in camp.

	Participants	**Staff/Group Leaders**	**Camp Administration/ Owners/Boards**	**Parents**
Program	The impact of your camp season on you, personally. Good selection of activities? Adequate equipment? Competent leadership? Were activities fun?	Adequate program direction and supervision? Appropriate safety rules? Did program accomplish camp objectives?	Does program contribute to camp objectives? Are risk factors adequately handled? Did activities achieve purpose?	Competent leadership? Progression of skills? Did camp accomplish what you expected it to? Is your child different from when s/he came to camp?
Personnel	Were staff competent? Did they treat you fairly?	Did you have adequate support and supervision? Were staff skills adequate?	Did staff contribute to accomplishment of camp objectives?	Were staff camper-centered? Did your child have positive things to say about staff?
Places (the site and facilities)	Satisfied with facilities? Recommendations for improvement?	Recommendations for improvement?	Do camp facilities adequately address intended purpose?	Was camp clean? Were you satisfied with the facilities? Recommendations for improvement?
Policies	Anything you would like to change about camp?	Any policy changes you want to recommend?	Are policy changes required to improve camp outcomes?	Anything you would like to change about camp?

Three components are needed for evaluation and enlightened decision-making:

- **Criteria**—standards or ideals upon which something is being evaluated
- **Evidence**—data
- **Judgment**—wisdom applied to the data to draw conclusions and recommendations

When and how will evaluation be carried out?

Most camps use a variety of evaluation techniques including both formal and informal methods. Informal discussion with the counselor in the bunk or activity group can provide valuable input, as can discussion with parents in the parking lot on the closing day of the session. Some camps use a pencil and paper evaluation on the closing day of the session, or a week later, or even several months later. Another approach would be to evaluate different topics in alternating years or by varying methods.

Appendix K

Risk Exposure Chart

(Standard OM-4)

Human Exposures or Liabilities:			
Check all that apply to your camp			
Standard of Care Liabilities (tort or third party liabilities)	**Examples or Type of Illness/Injury or Damage Caused by:**	**Sample Techniques to Reduce, Prevent or Control Loss**	**Identify Risk Control Methods and Technique(s) and Steps Taken**
☐ Directors and Officers	Decisions made by boards, committees or lack of policies or procedures	Informed decision makers establish policies consistent with common practice or standards of the field,	
☐ Property of Others	Equipment not owned by the camp	Regulations for possession and use OM-12, TR-13	
☐ Employer/employee relationship —harassment, slander, discrimination	Inappropriate actions, including criminal behavior, by employer or other staff, wrongful dismissal, invasion of privacy, discrimination based on age, race, religion, sex or disability, etc.	Staff hiring policies, personnel policies, training process, policy on search and seizure, Bona Fide Occupational Qualification (BFOQ), etc. HR-3, 5, 8	
☐ Food Service	Unsafe water, hazardous foods containing infectious or toxic microorganisms, e.g., e-coli, salmonella, etc.	Procedures for storage, handling potentially hazardous foods and sanitation, controlled access, etc. SF-5, 22, 23, 26-32, PD-*1	
☐ Environmental Pollution	Sewage, toxic materials, leaks of underground tanks, insect/weed control, etc.	Garbage storage capacity, leakproof, environmental impact plan, etc. SF*2, 24, 25, PD-*1, 3	
☐ Maintenance	Broken equipment, rotted stairs, unsafe electrical or gas lines, shower water temperatures, vehicle mechanical failure, damaged program equipment, etc.	Maintenance plan, identified cutoff points, trained personnel, emergency exits, etc. SF-*1, 3, 4, 6, 7, 20, TR-15, 16, PC-11, A-28, PT-14, PH-13	
☐ Attractive Nuisances	Failure to control access or unauthorized use of ropes course, lake, pool, firearms, etc.	Fences, signs, security system, etc. OM-*1, 7, PD-15, PC-8, 10, PA-11, 12, 13, PH-7	

Standard of Care Liabilities (tort or third party liabilities)	Examples or Type of Illness/Injury or Damage Caused by:	Sample Techniques to Reduce, Prevent or Control Loss	Identify Risk Control Methods and Technique(s) and Steps Taken
☐ Staff Selection/Training (volunteer or paid)	Lack of screening or training, unqualified staff, etc.	Driver training, training for late hires OM-14, TR-9, 18, 19, HR-3, 10, 17, PD-*1, HW-12	
☐ Staff Supervision/ Behavior (volunteer or paid)	Failure to supervise staff, drunkenness or drug use by staff, etc.	Supervision training, guidelines for appropriate and inappropriate behavior HR-18-21	
☐ Participant Supervision	Failure to supervise adequately, not maintaining appropriate camper to staff ratio, camper to camper child abuse, release of camper to unauthorized person, etc.	Procedures for transporting persons, procedures for prevention of child abuse, appropriate camper behavior techniques, regular analysis of incidents, required documentation, etc. OM-5-10, 12, 15-19, TR-4-11, 18, HR-9, 10, 14, PD-*1, 11, 24, PT-16	
☐ Health Services	Failure to provide appropriate first aid or emergency care, failure to meet special medical needs or dispense medications properly, exposure to bloodborne pathogens, etc.	Health care plan, qualified health care staff, user group information, etc. Exposure Control Plan (OSHA) ST-14-21, HW-*1-23, OM-3, 5, 6, 13, PD-10, TR-12, PA-7, PT-*1, PH-10	
☐ Program Activities	Inadequate safety regulations and emergency procedures, failure to provide qualified leadership, inform parents of risk, etc.	Safe and appropriate equipment, signed permissions for participation, supplementary insurance, certifications, etc. All specialized activity standards, OM-*7, 8-21, TR-7, 8, 11, 12, PD-4, 5, 8, 10, 12-24, HW-13, 14, 22	
☐ Personal Injury from —abuse —assault —invasion of privacy —discrimination —search and seizure	Inappropriate actions, including criminal behavior, by staff or other campers, lack of protection in public places or from intruders, camper or staff recruitment practices, misuse of camper photos, etc.	Written safety regulations, personnel policies, implementation of ADA requirements, guidelines for release of personal information etc. SF-12, OM-*1, 7-10, 12, 14, 17, 18, HR-5, 7, 9, 16, 17, 18	
☐ Defective or tampered products	Contaminated food, defective program or safety equipment, etc.	Credible food and equipment source, controlled access, crisis management plan , etc. PD-4	
☐ False Advertising	Misleading or incomplete information on facilities, activities or personnel, etc.	Brochures, videos and written material that correctly describes facilities, staff, program, etc. PD-7	

Standard of Care Liabilities (tort or third party liabilities)	Examples or Type of Illness/Injury or Damage Caused by:	Sample Techniques to Reduce, Prevent or Control Loss	Identify Risk Control Methods and Technique(s) and Steps Taken
☐ Health Care Malpractice	Inappropriate actions by health care staff	Knowledge of individuals malpractice insurance or coverage with supplementary or general liability insurance, licenced to practice in state where camp is located	
☐ Vehicle Operation	Passengers exceed capacity, lack of seat belts, driver not qualified., improper loading or unloading, poor selection of commercial provider, etc.	Insurance, safety regulations, credible vehicle provider, safety checks, OM-11, TR-*1-4, 14-19, HR-3-6, 9, PT-15	
☐ Sponsorship	Lending endorsement to an activity not in your control; the image of cosponsors	Appropriate insurance, board review of endorsements/ sponsorships	

Loss to Human Resources (Campers, Staff and Volunteers)	Considerations or Effects of Human Loss on:	Sample Techniques to Control, Reduce, or Prevent Loss	Identify Risk Control Methods and Technique(s) and Steps Taken
☐ Injury from accident	■ loss of income if activity cannot be offered ■ staffing for rental group/contracted services ■ public credibility ■ campers and staff due to stress of incidents or results of accidents ■ closing camp due to epidemic/illness	■ Arrangements with crisis intervention services/ psychological support ■ Insurance for loss of income ■ Legal support ■ PR procedures ■ Back-up staff ■ Procedures to deal with crises, appoint spokespersons, crisis communication plan ■ Plan for contacting parents	
☐ Illness preventing participation			
☐ Disability (long or short term)			
☐ Death			
☐ Disease			
☐ Psychological impairment			
☐ _____			

Financial Exposures or Liabilities:			
Check all that apply to your camp			
Operational Financial Liabilities	**Financial Damage Caused by:**	**Sample Techniques to Control, Reduce, or Prevent Loss**	**Identify Risk Control Methods and Technique(s) and Steps Taken**
☐ Petty Cash	Poor or no procedures/ policies to prevent: ■ Theft ■ Embezzlement ■ Inadequate records ■ Financial commitments beyond budget or ability to pay ■ Bankruptcy	Insurance Policies/procedures that specify who has authority to control access to funds and records Use of professional accounting services Policies on staff reimbursement External audit or review Regular training for persons responsible for finance Use of Generally Accepted Accountings Principles (GAAP) Bonding employees handling money	
☐ Cash Receipts			
☐ Cash Disbursements			
☐ Reimbursements			
☐ Authority to Purchase			
☐ Authority to Pay			
☐ Authority to Enter into Contracts			
☐ Inventory Control			
☐ Bank Reconciliations			
☐ Vacation Accrual	Allowing vacation or payroll to accrue beyond ability to pay or to replace staff in a timely manner. Obligation or commitment to pay for time worked.	Personnel policies specifying use of vacation time, current knowledge and compliance with federal and state employment laws, etc.	
☐ Payroll Accrual			
☐ Government Regulations and Tax Liabilities	Failure to meet government reporting criteria (tax requirements, fines by government regulatory bodies)	OSHA compliance audits, current knowledge and compliance with other regulations and requirements, etc.	
☐ _____			

Contract Liabilities	**Examples or Type**	**Sample Techniques to Reduce, Prevent or Control Loss**	**Identify Risk Control Methods and Technique(s) and Steps Taken**
☐ Lease/Rental	Contracts with guest/user groups	Agreement specifies what to transfer/what to retain. Reviewed with lawyer. OM-20, 21, TR-13, 14, PD-5, HW-*21-23	
☐ Employment Agreements	Agreements with staff	Personnel policies, address at-will status.	
☐ Refunds	Camper fees, rental cancellations	Written policy for parents/ groups	

Contract Liabilities	Examples or Type	Sample Techniques to Reduce, Prevent or Control Loss	Identify Risk Control Methods and Technique(s) and Steps Taken
☐ Grants	Obligations to fulfill grant stipulations	Time line and stipulations reviewed regularly	
☐ Sales or Purchase Orders	Limits and authority of buyers to purchase, methods of documenting orders	Guidelines specifying limits, procedures and authority to bind the corporation	
☐ Notes, Mortgage, Loans	Limits/authority to sign for camp/corporation.	Policy/controls on binding camp/corporation.	
☐ Insurance (B-19)	Desired coverages, limits, deductibles	Regular review of coverages, OM-11.	
☐ Contracts for Service	Food service, construction, etc.	Agreements specify what to transfer/what to retain. Reviewed by lawyer.	
☐ Program Activity Contracts	Horse leasing or public stable use, rafting, community swim pool, permits for access, etc.	Agreement specifies what to transfer/what to retain and conditions of use. Reviewed by lawyer PD-24, PC-16	
☐ Participant/user group registration	Agreement to provide services	Waivers, releases, permission to participate, permission to treat, etc. PD-8	
☐ _____			

Property Exposures or Liabilities:			
Check all that apply to your camp			
Property, Buildings and Equipment	**Considerations Affecting Losses in This Category:**	**Sample Techniques to Reduce, Control or Prevent Loss**	**Risk Control Methods and Technique(s) and Steps Taken**
☐ Fire/Smoke	■ Area of the country and known risks ■ Severity of damage to your property ■ Is the building worth insuring? ■ Value of items in buildings ■ Distance from emergency services ■ Seasons of site use ■ Availability of backup power ■ Cost and availability of safety equipment on site ■ Cost and availability of insurance ■ Aging property or equipment ■ Backup systems for computerized records and documents ■ OSHA requirements —Maintenance log —Lockout/tagout —Material Safety Data Sheets ■ Laws, codes, permits, regulations, affecting operation	Establish emergency plans for natural disasters OM-9 Purchase insurance OM-11 —determine acceptable deductible —determine acceptable ceiling —determine what is feasible to retain (without insurance) Purchase of safety, rescue, or other equipment Supervision of site when not in full use Inventories of equipment and supplies Annual safety examinations SF-4, 7 Assessable descriptions of electrical lines and cutoff points SF-6 Train staff and participants in roles in emergency plan Establish long-term maintenance plan SF-8 Hazard Communication Plan (OSHA) Determine appropriate storage and handling of equipment,hazardous materials, and records. SF-*2, 11 Relationship with local fire and law enforcement officials SF-3	
☐ Theft			
☐ Land Movement/ Earthquake			
☐ Collapse			
☐ Blizzard, Ice, Hail			
☐ Flood			
☐ Wind, Tornado, Hurricane			
☐ Sewer Backup			
☐ Lighting			
☐ Falling Objects			
☐ Vandalism			
☐ Breakdown of Machinery			
☐ Collision			
☐ Explosion			
☐ Contamination			
☐ Loss of Utilities			
☐ Poor Maintenance			
☐ Loss of Personal Property			

Appendix L

Annual Statement of Compliance

American Camping Association Camp Accreditation

American Camping Association Accreditation describes the operation of the programs and services by an owner/director. This may be sought by a camp operating on its own property, on the property belonging to someone else, or by camps that rent/lease facilities to other groups who retain the responsibility for part or all of their own program. The visitation requires establishing compliance with standards related to the camp site, program, and operation, and it must occur while the camp is in full operation. Accreditation applies to all camp programs and services offered under the same camp name throughout the year, except for single day events.

To apply for or maintain accreditation, a legal representative must sign the statement of compliance annually, and must agree to an on-site visit as determined by the Section, but at least once every three years.

1. I hereby concur with the definition of camping as set forth by the American Camping Association:

Camping is a sustained experience which provides a creative educational and recreational opportunity in group living in the out-of-doors. It utilizes trained leadership and the resources of the natural surroundings to contribute to each camper's mental, physical, social and spiritual growth.

2. I hereby confirm that the camp listed below is operating under the applicable federal, state, and local laws, codes and regulations, and that all required permits and licenses have been obtained.

The compliance with legal requirements of the jurisdictions within which a camp is located is the responsibility of the camp; enforcement is the responsibility of the appropriate government official. The American Camping Association does not consider itself a legal agency to enforce the law. Where the ACA Standard requires higher performance than the legal requirements, a camp must comply with the Standard to be accredited.

3. If continuing accreditation, I affirm that the camp continues to meet the standards verified by the visitors on the day of the visit.

4. I understand that accreditation may be withdrawn

   a. if false information is knowingly provided to the visitors or ACA section or national personnel; or

   b. if it is verified that compliance with mandatory standards is not being continually maintained; or

   c. if ACA has been notified by appropriate federal, state or local authorities that laws which significantly affect the health and safety of campers or staff have been violated, or ACA has documented reason to believe that such violations have occurred; or

   d. At the discretion of the ACA Section Board, following a Section Review and notification of the National Standards Board (NSB) prior to such action being taken. The camp has the right of appeal to the NSB in the event of such action. The NSB has the final and absolute authority in such matters.

5. My camp has complied and will continue to comply with all of the applicable mandatory standards for accreditation. (Note: The mandatory standards are listed on the reverse side of this page.)

6. I affirm that I am willing to be held accountable for, and understand that my camp can lose its accreditation for violations of the Code of Ethics of the American Camping Association as established March 1997.

As the legally authorized representative of Camp Number _____

Camp Name _____

I do hereby affirm that we meet the requirements established in the Statement of Compliance above, and adhere to the mandatory standards for accreditation listed below. We wish to apply for or continue our accreditation.

Our Annual gross income or expense (whichever is larger) is $_____

Signature _____ Date _____

Position _____

Mandatory Standards for Camp Accreditation

*SF-1 Emergency Exits

Are all buildings used for sleeping constructed or equipped with the following safety features:

*A. At least one emergency exit in addition to the main door or entrance? YES NO

*B. A direct means of emergency exit to the outside from each sleeping floor not at ground level? YES NO

*SF-2 Flammable and Hazardous Materials

Does the camp require that gas and liquid flammables, explosives, and hazardous or poisonous materials be:

1. Handled only by persons trained or experienced in their safe use and disposal, and
2. Stored appropriately:
   a. With access limited to trained persons,
   b. In closed, safe containers that are plainly labeled as to contents, and
   c. In locations separate from food? YES NO

*TR-1 Emergency Transportation

Does the camp require that medical emergency transportation be available at all times by:

1. The camp or user groups, or
2. Community emergency services with whom prior arrangements have been made in writing? YES NO

*HW-1 First Aid and Emergency Care Personnel

When campers are present in camp or on camp trips, does the camp require trained adults with the following minimum qualifications to be on duty at all times:

*A. When access to the emergency medical system (EMS) is 20 minutes or less, certification by a nationally-recognized provider of training in first aid and CPR? YES NO

*B. When access to EMS is 20-60 minutes, certification by a nationally-recognized provider of training in second level first aid and CPR? YES NO

*C. When access to emergency rescue systems or EMS is more than one hour, certification from a nationally-recognized provider of training in wilderness first aid and CPR? YES NO

*D. For nonmedical religious camps, an individual meeting qualifications specified in writing by the religious sponsor? YES NO

*HW-2 Health History

For each camper and seasonal staff member, does the camp have a current health history that asks for:

1. Description of any current health conditions requiring medication, treatment, or special restrictions or considerations while at camp,
2. Record of past medical treatment,
3. Record of immunizations and date of last tetanus shot, and
4. Record of allergies? YES NO

*HW-21 Emergency Care Personnel

Does the camp provide, or advise user group leaders in writing to provide, adults with the following qualifications to be on duty for emergency care:

1. CPR certification from a nationally-recognized provider,
2. First aid certification from a nationally-recognized provider? YES NO

*OM-1 Firearms Control MANDATORY

Does the camp require that all firearms and ammunition be stored under lock? YES NO

*PD-1 Overnights and Trips

Does the camp require training for campers and staff, based on written procedures, for overnights, trips and excursions that require:

*A. Persons using camp stoves or flammable liquids be instructed in their proper use and care and supervised until competency is demonstrated? YES NO

*PA-15 Lifeguard Qualifications (and *PA-29A for public facilities)

To guard each swimming activity, does the camp provide, or is each user group advised in writing to provide, a staff member who has:

*A. Certification as a lifeguard by a nationally-recognized certifying body or equivalent certification? YES NO

*B. Written documentation that he or she has demonstrated skill in rescue and emergency procedures specific to the aquatic area and activities guarded? YES NO

*PA-16 Staff Swimming

For camp STAFF use of swimming facilities, does the camp implement a written policy that requires certified lifeguards be present at all times, and do procedures specify when guards or lookouts must be out of the water? YES NO

*PA-17 First Aid/CPR (and *PA-22 for watercraft activities, *PA-29B and *PA-30B for public facilities)

Does the camp require, or advise user groups in writing to provide, a staff member to be on duty and accessible at each separate swimming location (i.e., pool, lake, river) who has:

*B. Certification from a nationally-recognized provider in age-appropriate cardiopulmonary resuscitation (CPR) that includes the use of breathing devices (e.g. pocket masks)? YES NO

*PA-18 SCUBA Diving

Whenever SCUBA diving occurs, does the camp provide, or are user groups advised in writing to provide, an adult supervisor with current SCUBA Instructor rating from a nationally-recognized certifying body? YES NO

*PA-20 Watercraft Supervisor Qualifications—Youth (and *PA-30A for public facilities)

To supervise each watercraft activity for DAY AND RESIDENT CAMP programs and for YOUTH GROUPS, does the camp provide, or is the user group advised in writing to provide, a staff member who has:

*A. Certification—holds one of the following:
   1. Instructor rating in the appropriate craft from a nationally-recognized certifying body, or
   2. Lifeguard training from a nationally-recognized certifying body, or
   3. Other acceptable certification or license? YES NO

*B. Documented skills and training in water rescue and emergency procedures specific to the location and the activities? YES NO

*PA-21 Watercraft Safety—Adults, Families, Staff

For ALL-ADULT GROUPS, FAMILIES with the parent(s) present and supervising, and STAFF use of watercraft, does the camp have written evidence that participants are:

1. Supervised by certified personnel (see standard *PA-20), or
2. Instructed to implement written procedures that specify:
   a. PFDs be worn by all persons at all times,
   b. Safety regulations be followed, and
   c. A designated checkout system be utilized? YES NO

*PT-1 Trip Orientation

Are all campers and staff required to participate in pretrip orientation that includes at least:

*B. Specific information and training on how and where to obtain medical and emergency assistance on the trip? YES NO

*PT-2 Aquatic Supervisor Qualifications

Does the camp have written evidence that all aquatic activities on trips are guarded and supervised by a staff member who has documented skills and training in water rescue and emergency procedures specific to the location and the activity, and

1. For watercraft activities, has:
   a. Instructor rating in the appropriate craft, or
   b. Certification as a lifeguard from a nationally-recognized certifying body, or
   c. Other acceptable certification or license; and/or
2. For swimming activities, has:
   a. Certification as a lifeguard from a nationally-recognized certifying body, or
   b. Acceptable certification other than lifeguard as in Part 1, *and* participants are wearing PFDs? YES NO

Appendix M

Use Agreements and Contracts

(Standards OM-20 and OM-21)

A contract is a set of promises between two or more competent parties that obligates each to certain rights promised by the other(s). ACA standards identify the need for a use agreement or contract, and list a number of minimum areas to be included.

Due to the variety of camps and the differences in the state laws that affect contracts, ACA is able only to define content areas that are usually appropriate in use agreements or contracts for camps. Camp administrators should review their contract considering the information below and additional input from your own legal counsel, who can provide appropriate guidance from state law. Note that this list contains some information in addition to that minimally required by the standards. *(Italics are used to highlight items that are requirements of standards.)*

General Information

Name of user group

Sponsoring organization (if different from that of the camp)

Person in charge of group, with address and phone

Person responsible for registration and facility or housing assignments, with address and phone

Person responsible for the financial obligations, with address and phone

Meeting Information

Arrival and departure dates and times

Minimum/maximum number

Cancellation provisions whether initiated by user group or camp owner

Payment requirements (deposits, due dates, minimum fees, payment of final bill, security deposits, terms, refund policies)

Final confirmation dates for group sizes, meal counts, housing lists

Facilities and Services

Lodging—number, type of accommodations, and cost

Food service—number, type, and cost of meals and snacks (if provided)

Meeting rooms—number, size, and cost (if provided)

AV equipment—type and cost (if provided)

Recreational facility use and/or equipment—number and cost (if any), conditions for use (i.e., required supervision, use of release forms, additional insurance coverage, etc.)

Special services and any fees (i.e., child care, craft shop, transportation, housekeeping)

Linen requirements and fees (if any)

Reference to any rules to be followed, hours for facility use, etc.

Use of camp program staff (lifeguards, activity leaders, etc.)

Legal or Insurance Requirements

Identification of any hold harmless agreements, releases, or other liability-shifting requirements that will require signature of group leaders or individual participants

Insurance requirements (if any) including responsibility for health and accident insurance, liability coverage, or any requirements to name the camp as an additional insured

Supervision

Identification of the party responsible to:

- provide first aid, emergency care, and emergency transportation
- supervise the guest group and its behavior
- supervise specialized recreational activities

Required orientation to camp safety procedures and regulations

Make reference to any rules or regulations for site use including any necessary reference to firearms, alcoholic beverages, drugs, fires, pets, and the like

Reports

Specify any reports due back to the camp. This may include evaluation reports, or it may reference any accident/incident/injury reports camp administration may choose to require.

Signatures

Dated signatures of authorized representatives of each party (user group and camp)

Appendix N

Professional Development Plan and Courses

American Camping Association

Professional Development Plan

The ACA National Education Council developed an overall plan to address the body of knowledge and accepted management practices for camp professionals. These are divided into 4 management tracks and 14 core areas.

In addition to the standards course, ACA national courses and conference workshops are coordinated with Standards in each of the core areas. These and section educational events are excellent resources to help prepare for a visit.

Professional Development Courses

New Directors Orientation—NDO is a special one day course designed for new directors, late hires or seasonal directors, assistant directors or staff that will be in administrative positions in the coming summer. The course is an overview of all the aspects of the director's job and helps the new person identify the human and material resources needed to direct a camp.

Basic Camp Directors Course—BCDC is a four-day course for camp directors with less than six years experience. The course is designed to provide a basic understanding of the organized camp body of knowledge, stimulate an exploration of management practices in 13 management areas and expand and develop a community of peers. The expertise, knowledge, and diversity of the participants are integrated into highly interactive learning sessions that focus on real situations, problems, and solutions. Course text is *Basic Camp Management* by Armand and Beverly Ball.

Camp Director Institute—A five-day course for experienced camp directors. Participants must have completed the BCDC and have at least three years experience as a director with overall responsibility for the operation and management of a camp or conference center, or six years experience as a director. CDI participants examine, refine, and demonstrate consistency between their camp or conference center philosophy and operational components through small group presentation and a critique process. Past participants have evaluated the CDI as one of the most effective educational sessions they have experienced.

Outdoor Living Skills Program

The OLS program helps campers and program leaders gain the knowledge, skills and attitudes needed for meaningful outdoor experiences with minimum impact on the environment. Campers learn to make responsible decisions while participating in activities such as hiking, cookouts, overnights, games and nature exploration. There are five progression skill levels that begin with simple hikes and exploration of the outdoors and progress to the skills needed for overnight camping and trips.

OLS Instructors and Program Leader Courses—The Instructor Course is for camp specialists or agency staff or volunteers who have documented experience in outdoor living skills and wish to become an instructor for program leaders who will then be teaching the OLS program to campers.

Appendix P

Criminal Background Checks and Voluntary Disclosure Statements

(Standard HR-4)

In today's society, screening of potential employees and volunteers is critical because:

- the public expects camps to hire appropriate persons to supervise children,
- the camp needs to get the right people in the right positions, and
- the camp needs to try to identify potentially abusive individuals.

It is recognized, however, that screening is not the only method used to achieve these goals. Camps must also have equally strong training and supervision programs that are supplemented by abuse prevention and awareness policies.

A camp should have a variety of screening mechanisms in place. According to the U.S. Department of Justice (DOJ), screening can be categorized in three segments:

Basic Screening including employment reference checks, interviews, personal reference checks, confirmation of education and previous work experience, and on-the-job observations. (Standard HR-4, B)

More extensive background inquiries including local, state, or federal criminal record checks, state or federal abuse registry checks, state sex offender registry check, motor vehicle record check. (Standard HR-4, A)

Special methods including drug and alcohol screening (OSHA requirement for drivers needing a Commercial Driver's License), or psychological profiles.

In determining who should have background checks, the Department of Justice recommends you consider:

- the level of contact the applicant would have with children (for example, cabin counselors have considerably more contact than persons in the kitchen, though one could argue that in camp everyone on the property has opportunity to have contact with children), and
- the amount of supervision provided (this would include whether or not staff work in pairs, the frequency and availability of unit leaders or other supervision), and
- the characteristics of the camper (the younger and more vulnerable the child, the more important the screening).

It should be remembered that abuse can occur with teens as well as with young children. Also, while a camp may recommend two-deep leadership (two counselors present at all times), there are situations that occur where this is just not possible every moment of the day. All child protection experts recommend that employers and supervisors avoid situations where an adult is alone with a child.

Criminal Background Checks

There are a number of ways to conduct criminal background checks, each with their own advantages and disadvantages.

1. **Local checks** may be conducted through local police departments in towns where the applicant has lived. These checks are the most "current", but will usually not contain information on convictions outside of the local jurisdiction.

2. **State checks** may be conducted through the police system (such as the state police) or through a state child abuse registry. Some states require that camps conduct state criminal record checks on all staff. The State Police system will contain information on convictions or other records that have been reported to the state. The Central Registry for Child Abusers will have convictions related to child abuse. Because these two systems were not originally intended as an employment screening tool, not all employers have access to them. Camp directors will need to inquire if the state permits access to information by directors. State records will normally contain information that occurred in that state. Convictions that occurred in other states can be obtained only from those

states. Requirements vary on requirements to obtain information—sometimes a name, address, and social security number is adequate. Other time, finger prints are required.

3. **Federal checks** are available through the FBI and require fingerprints. In 1999, the FBI will supplement the current NCIC system of criminal checks with a check designed to track information on the abuse of children or dependent adults. This new centralized system will provide a record of information provided by cooperating states that will allow for a single check for abuse-related convictions, regardless of the state where the conviction occurred. The system is dependent upon states providing information. The system will provide a "pointer" that indicates where information on that conviction is being held. Directors getting a "hit" on the FBI system will, most likely, still have to contact the state where the record is held to find the nature of the conviction.

Criminal Background Checks on International Staff . . .

. . . are generally not available to the same degree as checks on American staff. Directors should ask placement agencies to conduct whatever checks are possible in such situations.

Commercial Criminal Records Checks

Some camps are using commercial companies to handle all background checking responsibilities. The use of such services meets the requirements of the standard.

Voluntary Disclosure Statements

In situations where a criminal record check is not possible, available, or is not appropriate, camps are advised to use some means of at least obtaining an affirmative response from applicants concerning their on background. Camps should obtain previous addresses, and statements concerning any prior convictions for sexual, assault and battery, or pornography crimes involving minors or other persons.

A sample of this form may be found in ACA resources and is available from the ACA Bookstore. Camp use this form with international staff, minors, and staff from states where you cannot obtain criminal history checks. It helps to underscore with applicants that you are serious about child protection issues.

Appendix Q

Essential Functions in a Job Description

(Standard HR-6)

Job descriptions generally include at least the following elements.

Position: This is commonly a two-or-more word descriptor of the job.

Desired Qualifications: Certifications, training, and education necessary for the job.

Experience: Volunteer or employed time in a similar position.

Responsible to: The supervisor for the position.

General and specific responsibilities: Descriptions of task-related responsibilities of the job.

Essential functions: Statements of performance or ability necessary to fulfill the critical tasks of the job. They are "how" or "how much" statements describing tasks essential to satisfactory job performance.

Job descriptions are important tools for any business or operation. When carefully developed, job descriptions serve to inform job applicants and guide employees, and can serve as a reference to assess an employee's performance. They will also help determine eligibility for the job. This is particularly important since the passage of the *Americans with Disabilities Act of 1990*. According to ADA, if a function can be met with or without reasonable accommodation*, the job should be given to the most qualified applicant regardless of disability.

The ADA states that it is unlawful to discriminate against a qualified individual who has a disability *because*of that disability. The term "qualified individual with a disability" refers to a person with a disability who, with or without reasonable accommodation, can perform the essential functions of the job. All employers must therefore identify the essential functions, as opposed to the marginal functions, of each job.

It is the responsibility of the camp administrator to determine the essential functions of each job. Once general and specific responsibilities have been identified, one should step back from the specific tasks and identify the overall essential functions to be accomplished. What is that job function being relied upon to accomplish?

Essential functions are the physical, cognitive, visual, auditory, and other abilities essential to fulfilling the job, with or without making reasonable accommodations. A marginal function is one often carried out by a person in that position, but is not absolutely essential. In writing essential functions statements, camp directors should identify the abilities to fulfill the function. It is important to focus on the abilities necessary for the job rather than disabilities that might disqualify an applicant. The administrator may determine that it is essential for the nurse to read health procedures and forms and observe condition of participants. The camp could continue to function well even if this person could not fulfill marginal functions such as driving or lifting heavy boxes, and so forth. Someone else could fulfill those marginal functions.

There is no definitive method to determine whether a responsibility is an essential function. However, a responsibility could be essential if the position exists to perform this responsibility; if, due to the number of employees, the task cannot be done by anyone else; if there is a certain degree of skill or specialization required to perform this function; or if an inability to perform the function creates a risk to the employee, the organization, or the participants.

The following are examples of areas to consider in establishing essential functions, and sample essential function statements.

Counselor

Areas to consider: Able to accompany campers to main program areas, lead small and large group activities, supervise campers' participation in structured and unstructured activities, demonstrate sensitivity to the needs of campers served, interact appropriately with campers in a variety of situations, appropriately model behavior and use positive behavior management techniques. Enthusiasm, sense of humor, patience, and self-control.

Statement: Able to assist campers in emergency (fire, injury, etc.); drive (especially day camps); observe loading and unloading of buses; and possess strength and endurance required to maintain constant supervision of campers.

Maintenance supervisor

Areas to consider: Able to use equipment and tools; drive different types of available vehicles; observe what needs to be done; communicate with staff; physical strength to lift, dig, load, repair, etc.

Statement: Safely drive and do basic repairs on van, 3/4 ton pickup truck, tractor with lawn mower attachments.

Food service personnel

Areas to consider: Able to lift/unload/move food and supplies; lift dishes to storage location; use kitchen equipment safely; operate electrical and mechanical equipment; maintain appropriate inventory of food and supplies; operate dishwasher while maintaining appropriate temperature; determine cleanliness of dishes, food contact surfaces, and kitchen areas; assess condition of food.

Statement: Able to lift a 50 pound bag of rice, carry it 25 feet, and place it on a shelf three feet high.

*Reasonable accommodation, as defined by ADA, refers to an accommodation that can be made without undue hardship to the employer. Undue hardship, as defined by the Equal Employment Opportunity Commission, is an action requiring significant difficulty or expense (i.e., an action that is unduly costly, substantial, or disruptive, or that fundamentally alters the nature of the business). All reasonable accommodations to allow an individual to do a job must be considered. Some costly accommodations may be deemed reasonable by the EEOC. Whether or not an accommodation is reasonable may ultimately be determined by the courts.

For additional help in writing job descriptions, see *It's My Job*, a book by Edie Klein, available from the ACA bookstore. Call 1-800-428-CAMP.

Appendix R

Guidelines for Personnel Policies

(Standard HR-8)

Written personnel policies should be provided to all camp staff. The standard has identified several concepts to be included in such policies for the purposes of accreditation. Guidance on those concepts and some additional items have been included to help camp administrators develop written personnel policies. This information should serve as a guideline. Specific content of policies should be reviewed by legal counsel familiar with local, state, and federal employment law.

It is recommended that both staff and board (or committee) members participate in the policy formulation. Such policies should be officially adopted by the governing body of the camp and made known to all employees and volunteers before employment.

General equal employment opportunity policies

Equal employment opportunity policies confirm that the camp, in accordance with applicable federal laws, provides equal opportunities to employees and applicants without regard to race, color, religion, sex, national origin, age, or mental or physical disability. Depending on the state or municipality of the camp's location, other groups may be legally protected.

"Equal opportunities" should include reasonable efforts to implement the policy through recruitment, selection, promotion, salary and benefit administration, transfers, and layoff or termination.

Benefits

Benefits will be determined by each camp, and may include, but are not limited to, health insurance, dental insurance, retirement plan, life insurance, travel protection, disability income protection, social security, workers' compensation, and unemployment compensation. Policies should identify applicability of benefits to full-time, part-time, seasonal and volunteer employees. For this latter group, availability of workers' compensation under state law would be particularly pertinent.

When applicable, camps should also have procedures in place that identify a terminated employee's rights under COBRA to purchase health insurance at his/her own expense for up to eighteen months following termination.

Time off, absence, and leaves of absence

Clear definition should be given concerning work hours and time off. Time off should be recognized whether on a daily, weekly, or annual basis. This should include information on vacations and holidays for year round employees. Particular attention should be paid to employees who are not exempt from federal or state wage and hour laws, or to other classifications (such as minors) whose hours or time off are regulated by state law. In addition, attention should be given to whether the camp will pay terminated employees' accrued vacation, sick pay, or other benefits.

"Absences" should clarify situations that may prevent employees from reporting to work, and should identify when they may do so without losing pay. Such situations may include sickness, enforced absence (such as jury duty), military service, death in the family, maternity/paternity leave, temporary closing of the camp due to weather or other emergencies, or personal days. Such policies should be reviewed in light of the *Family and Medical Leave Act of 1993* which is applicable to operations with 50 or more employees for each day in each of twenty or more calendar calender weeks in the current or preceding calender year.

This law may require an employer to provide an employee up to twelve weeks of unpaid leave for the care of a newborn or newly adopted child; for the care of a family member with a serious health condition; or because of the employee's own serious health condition. In addition, consult legal counsel to determine if your state has adopted its own family leave law.

"Leaves of absence" should clarify situations when an individual can miss work for a period of time, and should identify salary arrangements for that period. Sabbatical leaves, for instance, may be available to certain classes of employees after a specified term of service under a variety of salary arrangements. These arrangements should identify policies affecting both salary and benefits. In addition, the policy should clarify whether the employee's job will be available upon the completion of the leave.

The performance evaluation process

The performance evaluation process includes not only performance review procedures, including frequency, content, and method; but also the progressive-discipline system. Conditions of severance should also be addressed whether due to resignation, termination, layoff or retirement. Grievance procedures, if included, should identify the process to follow in such circumstances and the kinds of issues subject to such a procedure.

Work rules and personal conduct, including sexual harassment policies

Policies should specify acceptable/unacceptable conduct while on duty or on camp grounds. Policies should identify any conflict of interest or ethical concerns that should guide staff behavior.

"Work rules" include, but are not limited to, such things as work hours, dress codes, safety rules, regulations on use of any camp vehicles or equipment, and regulations on the possession and use of weapons, drugs, controlled substances, or alcohol while on the job.

Policies on sexual harassment should identify a procedure to deal with sexual harassment allegations, steps to be taken to maintain confidentiality while assuring prompt action on the complaint, disciplinary actions (i.e., up to and including termination) to be taken against any employees found to have engaged in sexual harassment, and statements assuring no retaliatory action will be taken against an employee making a good faith report of such harassment.

Additional Items to Consider in Personnel Policies

Statements concerning "employment at-will"

The overwhelming majority of states endorse some form of employment at-will, which means that employment contracts are at the will of the employee and the employer. Either side can terminate the contract at any time. The important concept in the personnel manual is to clearly identify that the manual itself is not an employment contract, and that under the state's "at-will" doctrine, either party can terminate the relationship at any time. Several states have created exceptions to the at-will rule, and it is important to understand these exceptions before termination decisions are made.

The camp administration should give attention to whether it wishes to create a contractual relationship with an employee using a written agreement. The use of such agreements can interfere with an employer's at-will status.

Payment of salary

Policies should identify the pay periods (monthly, biweekly, etc.) and the effect of tax deductions or other withholdings on the take-home pay.

Tips/gratuities

State the position of the camp regarding tips, gifts, or gratuities. Note that ACA's Additional Professional Practices state that the camp administration should prohibit gratuities in an effort to encourage the equal treatment of all children.

Health concerns

Identify the availability of any health services (such as a nurse or doctor on site) for which the employee is eligible as well as any policy on the collection of data on a health history or health examination form. Be sure that such policies are consistent with the requirements of the *Americans With Disabilities Act of 1990*.

Appendix S

Resources for Training Supervisors

(Standard HR-19)

Your staff is the key to the effectiveness of your program. All the planning in the world can be undone rather quickly by staff who do not know their job or who are not supported in a way that helps them accomplish it.

If you expect a job to be accomplished, you must train people to do it. They will not learn it all by osmosis. You, the director, must provide instruction in what your expectations are, and what steps you want your staff to take to meet those expectations.

Your staff must believe that you believe in them. They need your praise, your instruction, your encouragement, your behavior modeling of what you want done and how to do it. They must know you care.

You must supervise them the way you want them to supervise others. Coach them. Model the appropriate skills and behaviors.

Training for supervisors should include functions of supervision such as teaching staff their job, delegating responsibility, evaluating performance and accountability, improving performance, and dealing with problems. This training should also provide supervisors with techniques to work effectively with staff including teaching, coaching, modeling, reinforcing and correcting staff behaviors.

ACA has produced a video-supported training package called **So . . . You Want to be a *SUPER*visor?** This tape and instructor's manual provide 6-8 hours of training for staff who supervise other staff in:

- The role of the supervisor and types of supervision
- Functions of supervision
- Responsibilities and limits of authority
- Appropriate supervisory techniques
- Skills for dealing with problem behaviors of staff
- Methods to establish performance standards for supervisors and the staff they oversee
- Training exercises for practical skill development

This package includes a 75-minute video and a 32-page instructor's manual with a training outline, content, and masters for handouts. Contact the ACA Bookstore at 1-800-428-2267.

Another excellent resource is *The ASTD Trainer's Sourcebook on Supervision* (1996, McGraw-Hill. This is a workbook of exercises you can use to design your own training program for supervisors. It includes handouts (ready to copy), learning activities, tools and assessments, pages that can be used as overhead transparencies and additional print and video resources. Contact the American Society for Training and Development for this and other resources. Address: 1640 King Street, Box 1443, Alexandria, VA 22313 or at www.astd.org.

Appendix T

Recommended Wilderness Ethics for ACA Camps

(Standards *PD-1, PD-3, and PD-9)

As camp people we have a unique opportunity to teach youth and adults to care for and respect, to feel at ease in, and to come to love the natural world around them. We should always seek to go through the woods and forests, the deserts, and canyon lands and across the mountains so no one will know we have passed that way. We should seek to instill a reverence for all living things and, where possible, point out their interrelationships. Treat our heritage with respect. Leave plants, rocks and historical artifacts as you find them. Procedures consistent with this philosophy would include the following:

1. Plan Ahead and Prepare

Set goals and expectations for the trip. Check with local officials for advice, regulations and inherent risks specific for the area you will be traveling in. Consider groups size, avoid popular areas, pack everything that you bring into wilderness out with you.

2. Water

Washing—The goal in washing is to accomplish the task with as little effect on the environment as possible. Bathing, laundry, and scrubbing pots/pans should be 200 feet (about 80 adult steps) from shores, streams, and lakes. Stay away from natural drainage areas so soapy water does not run back to water source. Always use biodegradable soap (not detergent) which is available at backpacking and some grocery stores.

Drinking Water—Purify all water that used for drinking, cooking, and washing dishes. This is done either by boiling, water purifiers, and/or water filtration. Talk to local officials or other experts about appropriate water treatment in the area.

3. Campsites

Choose locations 200 feet from lakeshore, streams, and trails and away from fragile vegetation, or known animal habitats or breeding grounds. Choose an established, legal campsite that will not be damaged by your stay. Never cut boughs or poles or put nails into trees or dig trenches around tents. A general rule—don't use the same campsite more than one night, and when breaking camp, leave no evidence that you were there.

4. Fires

Be aware of regulations and weather conditions. Stove cooking is recommended or required in a number of areas. Fires should not be used to merely sit around. Enjoy the night. If a fire is built for cooking, use an existing site. Use only down and dead wood. Do not build bigger fires than you need, burn wood completely and never leave fires unattended. If an existing site is not available use either portable pan fire, or a mound fire. After using a mound or pan fire scatter ashes over a wide area. To extinguish, sprinkle with water and stir until cold. Leave no evidence.

5. Sanitation

It is best to use any toilet facilities that are available, no matter how unpleasant. If there are no facilities available, talk to park rangers or other experts about appropriate disposal for the area. Cat holes are the most accepted means for disposal of human waste. Toilet paper should be not be perfumed and packed out when ever possible.

6. Trash and Garbage

Plan your meals and repackage foods into reusable containers or plastic bags. Trash is non-food waste such as packaging and should be packed out. Do NOT burn. Garbage is food waste leftover from cooking. Reduce this type of waste by planning ahead amounts you will need. All food scraps and dropped particles should be packed out. Do NOT burn or bury leftover food.

7. Trails

Footsteps cause compacting and erosion, so care should be taken for minimal damage to a trail. Where marked trails exist, stay on them, even if muddy. Don't cut across switchbacks or corners. Be careful not to kick loose rocks. Proper footwear is important. If hiking cross-country, don't blaze trees or leave other signs. Give horses the right-of-way by stepping well off the trail but in clear view and waiting quietly for them to pass.

8. Animal Use

Take only the minimum number of animals necessary. Use animals that are fit, calm, and experienced. Inquire about local regulations. Do not over graze. One day in a given meadow is generally maximum. Do not graze or tie horses near trails or campsites. Carry supplemental feed whenever possible.

9. Be Considerate of Others

Many people go into the back country for peace and solitude a wilderness can provide. Sound travels easily be aware of your group's noise level. Being considerate of others and practicing good camp and trail etiquette ensures that everyone enjoys the visit.

Resources:

ACA Outdoor Living Skills, American Camping Association's bookstore. 1-800-428-CAMP

Leave No Trace, Information and materials for your part of the country. 1-800-332-4100

Appendix U

Program Goals and Outcomes

(Standard PD-6)

A camp's program goals and outcomes are designed to carry out the mission of the camp. They express the essential reason for the existence of the program or camp. Goals are more precise and define the specific things to accomplish in the lives of the campers. Outcome objectives are the desired benefits to the participant during or after the camp experience. They should address the developmental needs of campers and relate to behavior, skills, knowledge, attitudes, values, or a change in condition or attributes brought about by the camp experience.

A camp may also have goals and objectives related to the operation or future growth of the camp. However, the focus for Standard PD-6 is on program goals and outcome objectives or what you want to happen to each camper as a result of participating in your program.

Program Goals

Program goals are usually not measurable and may include statements such as:

- to increase self awareness and self esteem in campers.
- to provide an natural setting with comfortable facilities flexible enough for groups to carry out programs of their own design.
- to provide opportunities within the program for campers to develop interpersonal relationships and social skills.

The key to writing goals is to describe what you want to happen.

1. Starts with the word TO, and is followed by an action or accomplishment verb, i.e., TO DEVELOP . . .
2. Specifies the result desired, i.e., INTERPERSONAL AND SOCIAL SKILLS
3. Specifies for whom

Outcome Objectives

Outcome objectives are measurable and directly contribute to the achievement of a goal. Outcomes describe how you will know if you are meeting your goals. They are the description of observable changes in a campers' behavior, or condition that the camp intends campers to exhibit as a result of being at camp. These outcomes are often thought of in the following ways:

- Knowledge—understanding, self awareness, problem-solving ability
- Attitudes—feeling, change of interest, ideas, beliefs
- Skills—verbal or physical abilities, new achievements, improved performance, decision making ability, social skills
- Aspirations—desires, courses of action, new decisions

When writing outcome objectives be sure to use strong verbs, state only one purpose or aim per outcome objective and describe the results or benefit.

1. Starts with a quantifiable target number such as

   . . . ALL OF

   . . . 80% OF

2. Adds the target audience—THE CAMPERS, and is followed by a course of action such as: WILL HAVE . . .

DEMONSTRATED	COMPARED	MADE
WRITTEN	EXPERIENCED	COMPLETED
IDENTIFIED	PLANNED	DEVELOPED
DECIDED	RECEIVED	PARTICIPATED IN
FOLLOWED	INSTRUCTED	ASSUMED
ACCEPTED	EXPRESSED	RESPONSIBILITY
ATTEMPTED	PERFORMED	FOR
LISTED	SELECTED	

3. Make it measurable by specifying a target number or quantitative result:

   . . . THREE

   . . . ON AT LEAST TWO OCCASIONS

   . . . ALL

4. Describes the activity, behavior desired or result to be accomplished:

   . . . DIRECTIONS OR RULES

   . . . NAMES OF THE MEMBERS OF THEIR CABIN GROUP

   . . . SMALL GROUP ACTIVITIES OF THEIR CHOICE

   . . . TEAM BUILDING EXERCISES ON THE ROPES COURSE

   . . . LETTERS HOME

5. Establishes the time frame:

   . . . BY THE END OF THE FIRST DAY

   . . . BY THE END OF THE CAMP SESSION

   . . . FOR SIX MONTHS FOLLOWING CAMP

Staff Training

The staff recruitment process should include information about the camp's mission, goals and outcome objectives. During precamp staff should receive training and materials on how the program is designed to achieve the desired goals and outcomes and their role or contribution in the process.

Evaluation

The outcome objectives are the basis for measuring the impact and effectiveness of your program. They provide the foundation for developing indicators of success, collecting data and making judgements about appropriate targets for camper development. Camps can adjust their program, staff training, and/or other parts of the operation and establish new targets based on specific information gathered. Such a comprehensive evaluation system will provide marketing tools based on actual benefits camper received and help set future goals and outcomes for the program.

Sample Goal and Outcome Objectives

Goal—to develop interpersonal and social skills

Outcome Objectives - 80% of the campers will have:

- shared in the work for all cabin clean-ups by the end of the session
- demonstrated good listening skills on at least two occasions in the first week
- made at least three new friends by the end of the session and maintained contact with at least one for three months after camp
- acknowledged the feelings of a group member on at least two occasions during the camp session
- demonstrated or improved their pro-social behaviors such as not interrupting others one at least three occasions each week

Next year you may want to improve performance by increasing the numbers (i.e., 83%, three occasions) or adding additional goals or outcome objectives.

Appendix V

Minimum Ratios—Aquatics Personnel

(Standards PA-3 and *PA-21)

The safety of campers in the water is a critical concern to Camp Directors and all waterfront staff members. Many have asked that ratios of lifeguards (persons certified in Lifeguard Training or the equivalent) and lookouts (staff members assisting lifeguards in observing participants in the water) be established.

There are many variables affecting the establishment of "safe" ratios. In early editions of Standards for Camps, the ratios of 1 lifeguard per 25 participants and 1 lookout to 10 participants were required.

In varying from this ratio, camp administrative personnel should take the following into consideration:

Environmental Hazards

Tides, currents, wind conditions

Glare—visibility of surface

Bottom conditions—rocks, weeds, mud, dark (can't be seen clearly)

Air and water temperature

Shoreline—straight vs. undulating

Water traffic—other boats, activities

Weather

Turbidity—cloudiness of water for any reason

Size of water space

Type of water space (pool, lake, river, ocean)

Experience and Qualifications of Guards

Maturity and judgment of guards

Experience of staff with this type of aquatic area

Knowledge and experience of staff with activities being guarded

Location of guards—are they roving? Elevated above the water level? Able to see all areas?

Skill Level of Swimmers

Age—particularly with reference to their ability to follow directions clearly and quickly

Number of persons per square foot in the water

Physical condition/ability of persons in water

Disabilities—such as impaired hearing or sight, mental retardation, or seizure disorders

Degree of Risk of Activity

How far are guards from campers?

Is there other activity nearby? (Boats, skiers, divers, etc.)

Degree of control by guards/instructors (instructional activities with a great deal of control vs. recreational activities where many different things are happening at once)

Can people stand or is water depth over their heads?

Is swimming skill of participants known to guards?

What equipment is available to assist in rescue?

Appendix W

Resources

American Camping Association, Inc.
5000 St. Road 67 North
Martinsville, IN 46151-7902
765-342-8456
fax: 765-342-2065
web site: www.aca-camps.org

Adventure/Challenge

Association for Challenge Course Technology
P.O. Box 970
Purcellville, VA 22132
e-mail: acct@net-link.net

Association for Experiential Education
2305 Canyon Blvd., Suite 100
Boulder, CO 80302
303-440-8844
fax: 303-440-9581

National Outdoor Leadership School (NOLS)
288 Main Street
Lander, WY 82520-3140
307-332-6973
fax: 307-332-1220
web site: www.nols.edu

Outward Bound National Office
Route 9D
R 2 Box 280
Garrison, NY 10524-9757
800-243-8520
914-424-4000

Aquatics

American Canoe Association
7432 Alban Station Blvd., Suite B 226
Springfield, VA 22150-2311
703-451-0141
fax: 703-451-2245
web site: www.aca-paddler.org

American Red Cross
8111 Gatehouse Road
Falls Church, VA 22042
703-206-7120
fax: 703-206-7673
web site: www.redcross.org

Boy Scouts of America (National Office)
1325 Walnut Hill Lane
P.O. Box 152079
Irving, TX 75015-2079
972-580-2000

Ellis and Associates, Inc.
3506 Spruce Park Circle
Kingwood, TX 77345
281-360-0606
800-742-8720

Lifesaving Society—Canada
322 Consumers Road
North York, Ontario
M2J 1P8
416-490-8844
fax: 416-490-8766
e-mail: experts@lifguarding.com

National Association of Underwater Instructors Worldwide (NAUI)
9942 Currie Davis Drive, Suite H
Tampa, FL 33619-2667
813-628-6284
fax: 813-628-8253
web site: www.scuba-life.com

National Water Ski Association
P.O. Box 141
Odessa, FL 33556
813-920-2160

Professional Association of Diving Instructors (PADI)
1251 E. Dyer Road, Suite 100
Santa Ana, CA 92705
714-540-7234
fax: 714-540-2609
web site: www.padi.com

Royal Life Saving Society (RLSS) —Australia
National Branch
31 Victoria Street
McMahons Point
NSW 2060
61-2-957-4799
fax: 61-2-929-5726

Royal Life Saving Society (RLSS) —United Kingdom
River House, High Street
Broom, Warwickshire B50 4HN
44-1-789-773994
fax: 44-1-789-773995
e-mail: mail@rlss.org.uk

Spectrum Safety
P.O. Box 11525
St. Paul, MN 55111-0525
612-869-3744
fax: 612-869-6261
e-mail: ssc@pconline.com
web site: www.pconline.com

United States Coast Guard
2100 2nd Street S.W.
Washington, D.C. 20593-0001
202-267-2229
web site: www.dot.gov/dotinfo/uscg/contact.html

United States Coast Guard
Office of Boating Safety
800-368-5647
TTY 800-689-0816
web site: www.uscgboating.org
e-mail: infoline@navcen.uscg.mil

U.S. Sailing
15 Maritime Drive
P.O. Box 1260
Portsmouth, RI 02871
401-683-0800
fax: 401-683-0840
e-mail: 104700.3624@compuserve.com

U.S.A. Water Ski Headquarters
(American Water Ski Association)
799 Overlook Dr.
Winter Haven, FL 33884
941-342-4341
fax: 941-325-8259
web site: usawaterski.org
e-mail: usawaterski
@worldnet.att.net

YMCA of the U.S.A.
101 N. Wacker Drive, 14th Floor
Chicago, IL 60606
312-977-0031
fax: 312-977-9063
web site: www.ymca.net

First Aid/CPR

American Heart Association
7272 Greenville Avenue
Dallas, TX 75231-4596
214-706-1136
fax: 214-373-0268
web site: www.amhrt.org

American Red Cross
8111 Gatehouse Road
Falls Church, VA 22042
703-206-7120
fax: 703-206-7673
web site: www.redcross.org

National Safety Council
1121 Spring Lake Drive
Itasca, IL 60143-3201
630-285-1121
fax: 630-285-1315
web site: http://206.55.43.11/
index.htm

Wilderness Medical Society
Box 2463
Indianapolis, IN 46206
317-631-1745

Wilderness Medicine Institute, Inc.
P.O. Box 9
413 Main Street
Pitkin, CO 81241
970-641-3572
fax: 970-641-0882
e-mail: wildmed@rmi.net
web site:
www.wildernessmed.com

Health and Wellness

American Academy of Pediatrics
141 Northwest Point Blvd.
Elk Grove Village, IL 60007-1098
847-228-5005
fax: 847-228-5097
web site: www.aap.org

Association of Camp Nurses
8504 Thorsonveien NE
Bemidji, MN 56601
218-586-2633
fax: 218-586-3630
e-mail: acn@campnurse.org
web site: www.campnurse.org

Horseback Riding

American Association for Horsemanship Safety
Headquarters and Training Center
Drawer 39
Fentress, TX 78622
512-488-2128
fax: 512-488-2319
web site: www.utexas.edu/dawson

CHA—The Association for Horsemanship Safety and Education
5318 Old Bullard Road
Tyler, TX 75701
800-399-0138
fax: 903-509-2474
web site: www.cha-ahse.org

Horsemanship Safety Association, Inc.
517 Bear Road
Lake Placid, FL 33852-9726
941-465-0289
800-789-8106

United States Pony Clubs, Inc.
Kentucky Horse Park
4071 Iron Works Pike
Lexington, KY 40511-8462
606-254-7669
fax: 606-233-4652
web site: www.uspc.org

Target Sports

Junior Shooting Sports/USA
P.O. Box 3207
Brentwood, TN 37024-3207
phone/fax: 615-831-0485

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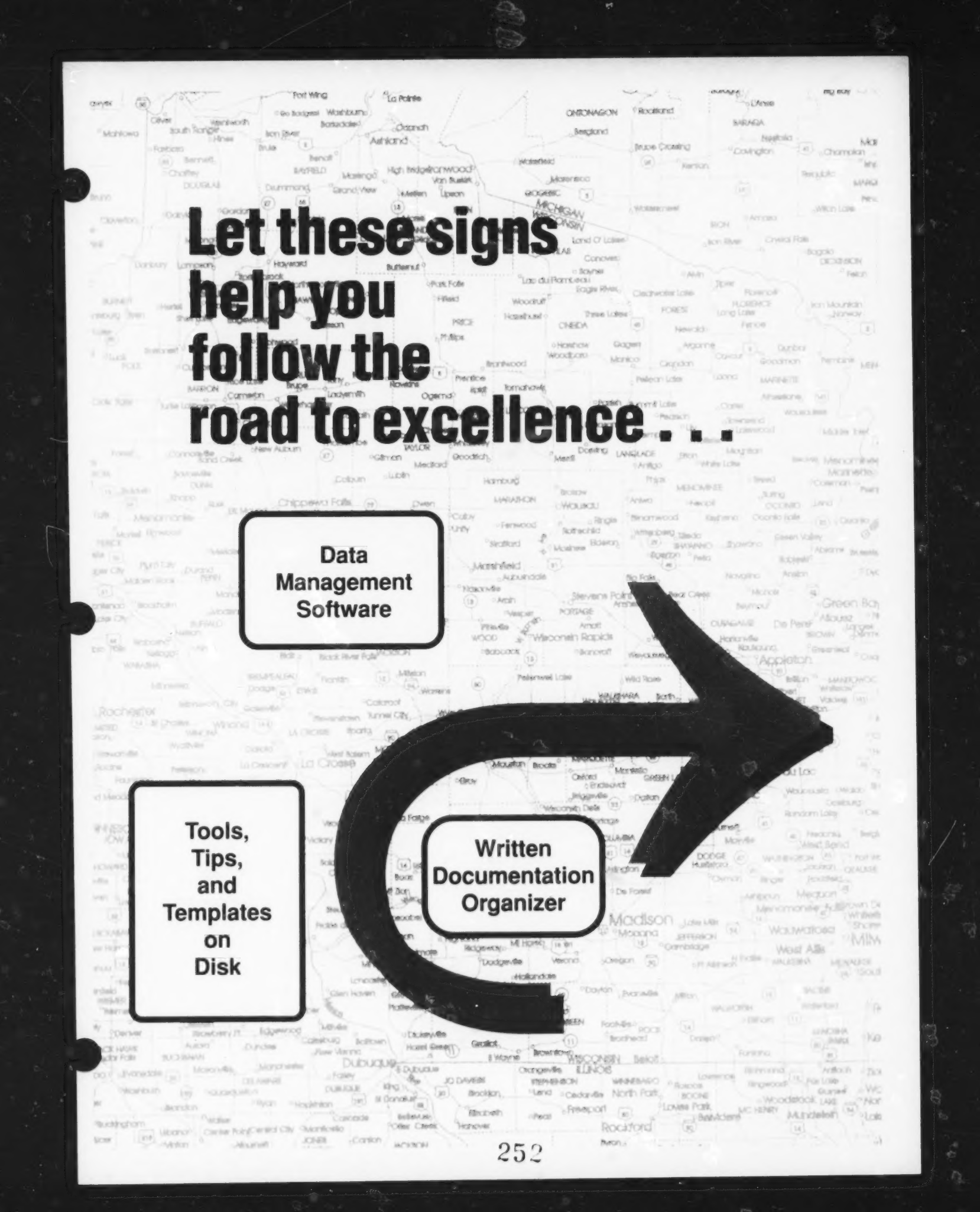
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